

Offshore installations: Oil Spill Contingency Plan approval application form (Form A)

Last updated: June 2020

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 representative of the owner (or owners) of an offshore installation applying for approval, or renewal of approval, of an oil spill contingency plan.

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

To help you complete your application correctly, refer to section 4.3 Checklist in this form to make sure you have provided all of the information we need.

You will be invoiced for the time taken by Maritime New Zealand staff to assess and make a decision on your application, whether it is successful or not.

1. Applicant details

All applicants must complete this section.

Name of installation

Owner's name

Owner's address

Details of owner's representative

Title (tick only one) Mr Mrs Miss Ms

Other (please specify)

Surname

Given name(s)

Phone

Eg +64 1 234-5678

Mobile phone

Eg +64 21 123-4567

Email address

Postal or delivery address

City and country

Postcode

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

2. Application for approval, or renewal of approval, of plan

2.1 Consultation (Marine Protection Rule 131.23)

Describe the consultation carried out in fulfilment of the requirement of rule 131.23 and attach evidence of that consultation. (See consultation section of Maritime NZ guidance.)

Note: The information on consultation does **not** form part of the plan.

2. Application for approval, or renewal of approval, of plan (continued)

2.2 Checklist of plan contents

Complete this list to check that all the required plan contents have been included in the application. References to the relevant section or page numbers in the plan must be entered in the right hand column.

Risk identification and assessment	Reference
<input type="checkbox"/> Installation location details	
<input type="checkbox"/> Permit(s) to which application relates	
<input type="checkbox"/> Drawings or plans – general arrangement and most likely spill sources, highlighting critical isolation points	
<input type="checkbox"/> Details of proposed operations	
<input type="checkbox"/> Description of all oils stored at the installation (material safety data sheets, specification, volumes)	
<input type="checkbox"/> Information on the oils produced (properties, weathering) and dispersant effectiveness	
<input type="checkbox"/> Information on the likely fate of spilled oil	
<input type="checkbox"/> Description of processes and activities presenting risk of oil pollution	
<input type="checkbox"/> Description of procedures to reduce pollution from an oil spill	
<input type="checkbox"/> Description of potential environmental, social, and economic receptors that may be affected by an oil spill	
<input type="checkbox"/> Description of potential effects of oil on receptors	

Note:

Information used in risk identification and assessment, such as oil properties and weather data must be current. If historic data is used, the applicant must verify that it remains relevant to contemporary operations.

2. Application for approval, or renewal of approval, of plan (continued)

Response procedures

Reference

- Guidance to ensure the safety of personnel
- Actions necessary to stop, minimise or mitigate the effects of a spill
- Details of the response options available to the operator
- Procedures for reporting spills and events
- List of 24-hour contact information
- Organisational emergency response structure
- An inventory and location of response equipment
- Personnel responsibilities for deployment, survey and maintenance
- Well control contingency plan

Copies of plan

- One hard copy
- One copy in electronic form

3. Personnel training

The Director requests that this application is accompanied by a description of the owner's training provision for emergency response staff. Ideally this should include:

- the number of trained personnel (both on the installation and in shore-based positions)
- the criteria used to assess competence
- a description of how these relate to the response option selected by the owner.

Note: the information on training is **not** part of the contingency plan.

4. When and how to apply

4.1 Application fee

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

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

maritimenz.govt.nz/fees

maritimenz.govt.nz/howtopay

These charges will apply to the application process whether the plan is approved or not.

4.2 Invoice

MNZ will send you an invoice with payment reference details for the application fee, and a receipt on payment.

Please indicate how you want to pay the application fee:

Online using a credit card or debit card

Internet banking or bank deposit

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

Purchase Order Number

4. When and how to apply (continued)

4.3 Checklist

Check that these supporting documents are included with this application.

- Evidence of consultation (not part of the plan)
- Marine oil spill contingency plan with contents covering the matters identified in section 2.2 (one hard copy and one electronic copy)
- A description of the owner's training provision (not part of the plan)

5. Owner's representative declaration

I declare that I am authorised to act for the owner in this application for approval of an oil spill contingency plan.

I declare that to the best of my knowledge and belief, the statements made and the information supplied in this form and the attachments are true, complete and correct. Should any of the information change within this application, I will notify Maritime New Zealand ahead of that change.

I declare that the information used in risk identification and assessment for the plan is relevant to contemporary operations, and any historic data have been assessed and verified as still accurate for this purpose.

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.

Your name

Your signature [Sign here](#)

Date
DD / MM / YYYY

6. Where to send your application

Send your completed form 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. Make sure any scanned copies of documents are legible and of a good quality.

Email your application to:

MPR131@maritimenz.govt.nz

or

Courier your application to:

Certification
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

or

Post your application to:

Certification
Maritime New Zealand
PO Box 25620
Wellington 6140
NEW ZEALAND

7. Explanatory notes

- A. Applications for approval on this form must be received at least 2 months before the date on which the operations are due to begin or the existing approval expires.
- B. Information on consultation and personnel training provided with this application is not to form part of the plan, and should be attached to the application in separate documents.
- C. One hard copy and one electronic copy is required in applications for approval. Once approved, the owner must format the electronic copy of the approved plan as a PDF in three volumes: one consolidating the oil spill contingency plan; one the well control contingency plan; and the third containing all additional information. Copies of the approved plan must be provided to the Director and regional on-scene commander (with a copy of the Director's approval) within two working days of notification of approval.