

Guidance for International Voyage Certificate (Pleasure Craft) Applications

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Te Kāwanatanga o Aotearoa
New Zealand Government

Nō te rere moana Aotearoa
MARITIME
NEW ZEALAND

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1 Introduction

This guidance is to help you make an application for an International Voyage Certificate (Pleasure Craft), including preparing for your vessel and safety equipment adequacy assessment. It is recommended that you have it handy as you fill in your application form. Ideally, you should apply between 3-6 months before your international voyage, as this will allow enough time for us to assess your application and vessel. Even if you do not have all the required courses and equipment, still apply, as you are able to submit copies and photos after your application has been accepted. We understand though that there may be situations where you need to make an application closer to the date of intended departure. We will accept it for processing, but we cannot guarantee a decision will be made on it any faster than other applications.

Who should read these guidelines

You need an International Voyage Certificate if you are a skipper of a New Zealand registered pleasure craft (recreational vessel) that is intending to depart from a New Zealand port for an overseas voyage to a place outside of New Zealand.

One of the requirements under Section 21 of the Maritime Transport Act 1994 is that the Director of Maritime NZ must be satisfied that the pleasure craft itself, the safety equipment it carries, and the crew, are all adequate for the intended voyage. New Zealand registered vessels must apply to the Director for an assessment of their craft, safety equipment and crew for the voyage and if the Director is satisfied, she will issue an International Voyage Certificate.

Your obligations

As a skipper of a recreational vessel departing for an overseas voyage, you have responsibilities to understand and comply with requirements under the Maritime Transport Act 1994 and other legislation. An overview of requirements is provided below but you must make sure you keep up to date with the latest version of legislation and you obtain your own legal advice where appropriate.

Registration

All New Zealand owned pleasure vessels going on an overseas voyage must be registered as a New Zealand ship with the Registrar of Ships under the Ship Registration Act 1992 under either Part A or Part B. You can find out more information by going to <https://www.maritimenz.govt.nz/commercial/ships/ship-registration>

Section 21 of the Maritime Transport Act

- The skipper of any pleasure craft departing New Zealand must notify the Director of the intended departure <https://www.maritimenz.govt.nz/forms/departure-notification/>
- The Director must be satisfied that the craft, the safety equipment it carries, and the crew, are all adequate for the intended voyage. As above, New Zealand registered vessels must apply to the Director for an assessment of their craft, safety equipment and crew for the voyage and if the Director is satisfied, she will issue an International Voyage Certificate.
- The skipper and the craft must comply with all relevant maritime and maritime protection rules.

Customs requirements

A pleasure craft departing New Zealand shore must get clearance from NZ Customs. Before New Zealand Customs gives clearance under the Customs and Excise Act 2018 they will need to see the International Voyage Certificate for New Zealand registered vessels. You must depart from a designated Customs place of departure.

Further information about New Zealand Customs requirements is available at

<https://www.customs.govt.nz/personal/travel-to-and-from-nz/recreational-vessels-yachts-and-small-craft/>

If at any point you have any queries about what is in this guidance or the application process please contact us at RecreationalInternationalVoyage@maritimenz.govt.nz

2 Making an application

Below is the information that you will need to help fill out your application form, which is the first step in the application process for an International Voyage Certificate. The information is provided in the same sequence as the layout of the application form.

What you will be required to provide, and the information you must give as part of your application, will be used to assess the adequacy of the vessel, safety equipment, crew, and their preparedness for undertaking the specific overseas voyage. It might also support a more effective maritime emergency response in the event of an issue at sea.

The skipper details

To be the skipper of a vessel leaving New Zealand you need to have oceanic experience. A RYA or IYT Ocean Yachtmaster qualification can be used to demonstrate you have oceanic experience. If you have one of these qualifications, you will need to add a copy of your certificate to the application form. In this case, you do not need to fill out the experience box.

If you do not have one of the certificates above, you will need to detail your relevant experience, which must include at least one ocean voyage as skipper or active crewmember.

Vessel details

The vessel details that must be provided in the application form are required to initially assess if your vessel is adequate for the intended overseas voyage, including if it can carry the intended crew and supplies required for that voyage.

Has your vessel been taken offshore previously?

This can either have been by you or by a previous owner or skipper. Offshore is any sea passage between two countries. This question is particularly relevant where your vessel is smaller than 12 metres, of a design that does not normally go offshore, or is of an unusual design or homebuilt.

Type and design of vessel

This information allows Maritime New Zealand to prepare for the vessel assessment. The type of the vessel can be one of the following:

- yacht mono hull
- yacht catamaran
- yacht trimaran
- motor vessel mono hull
- motor vessel catamaran
- motor vessel trimaran
- other-including waka hourua

It is commonly accepted that several designs are unsuitable for offshore voyages without substantial modifications. You have to ensure that the design and construction of your vessel is adequate for an oceanic passage. This may involve you checking with a marine surveyor.

Length, beam and draft

There are no minimum size requirements but your vessel must be of a size that supports carrying all of your crew and supplies for the proposed voyage along with the required safety and emergency gear. If your vessel is unusually small, the vessel adequacy assessor (VAA) may require further information such as whether your vessel or the same design has undertaken similar voyages before, whether you are going with other vessels, and more information about your experience.

Year of build

Vessels over 50 years old may be classified as protected objects under the Protected Objects Act 1995. If the vessel is a protected object, it cannot be sailed offshore without (as well as an International Voyage Certificate) having export documentation and meeting other legal requirements. If your vessel fits into this category, you will need to contact the Ministry of Culture & Heritage before filling in this application form. It is your responsibility to ensure any export documentation is sought and held as necessary.

Engine size and type

The engine size should be appropriate for the vessel. It needs to be adequate for the vessel to maneuver in close quarters. If you have an outboard, it needs to be arranged in such a way that the outboard can be lowered without leaning over the stern of the vessel. The outboard also needs to be arranged so it can be sited away from quarter berths. Therefore, an outboard in a well may not be suitable depending on the arrangement of your vessel. If you have any questions about your engine's suitability, please contact us.

Fuel type and quantity carried

The fuel needs to be stored in suitable tanks or containers for the type of fuel that will be carried. They need to also be securely fastened to your vessel. The quantity of fuel the vessel can carry needs to be given in litres and suitable for the proposed voyage. If several containers are carried on deck, ensure that the vessel's stability is not compromised.

Primary means of propulsion and secondary sources

This can be sail and auxiliary inboard or you might have a motor vessel with two engines. If you do not have a secondary source of power, it does not necessarily stop you from gaining an International Voyage Certificate, but you may be required to give us further information.

Voyage details

Understanding your intentions is a key part of determining vessel and crew adequacy and preparedness.

In this section, we would like to see a voyage plan for your first destination. If you need more information on passage planning, there are several resources online, including training courses. In addition, Coastal Navigation by Mike Scanlon and Coastal and Offshore Navigation by Tom Cunliffe are useful reference books.

Identification for communication equipment on board

Communication equipment is important if an emergency occurs. Your vessel must carry at least one EPIRB and VHF along with an SSB or Sat Phone.

All vessels need to have a call sign and a registered EPIRB as minimum. In addition, check that your EPIRB registration emergency contacts are up to date. You can do this by going to <https://www.beacons.org.nz/create-your-account/>. Only one EPIRB registration number is needed on the application form, even though your vessel might carry a secondary EPIRB. If you have an MMSI or Sat phone, you must list your numbers.

Qualifications and Experience for the crew

As a skipper, you need to ensure that your vessel is adequately crewed for the planned voyage. Consider ratios around experienced and inexperienced crew along with the ratio of adults and young children. Everybody on board your vessel is considered crew even if they are not actively crewing the vessel, for example, young children or people who do not have a specific crewing function.

You will need to enter everyone's full legal names in the application form along with identifying any who are children under the age of 16. If you want to you can enter experience for all of your crew but we only require this for one other person. You must have your crew's permission to share this information with Maritime NZ as part of your application.

Crew names will be provided to Customs so they can match it against people's passports as you leave New Zealand. Crew numbers and ages of those under 16 may also be shared with other agencies (and potentially crew on nearby vessels that may be asked to help) in the event of any emergency response. The International Voyage Certificate will also list the names of the skipper and crew that have been assessed.

Crew Experience

You need at least one other person who has experience or a Yachtmaster certificate (either RYA or IYT) coastal or offshore and are at a level that they could take over in case of the skipper becoming incapacitated.

If this person has a Yachtmaster certificate you need to add a copy of their certificate at the end of in the application form. Where a certificate is provided you do not need to fill in the experience box.

If a certificate cannot be provided or they do not hold one, you need to record their relevant coastal or oceanic experience in the space provided. If you wish you can record all crews relevant experience especially if you feel like it shows that your crew is adequate for the voyage.

Advanced Sea Survival

At least 2 members of the crew or 30% of the crew, whichever number is greater, are required to have the advanced sea survival certificate or STCW95 from a provider who offers these courses. One of the holders of this certificate has to be the skipper. You will be required to provide copies of these certificates with your application. There will be an opportunity to email completion certificates through later if the course has not been completed at time of the application.

Marine First Aid

At least 2 members of the crew or 30% of the crew, whichever number is greater must have first aid training that is adequate for the voyage. One of this number must be the skipper. We will accept, STCW Basic First Aid, Offshore Medic or equivalent as adequate (completed within the last 5 years). A professional medical qualification - Doctor, Nurse, or Nurse Practitioner will also be accepted as adequate. You will be required to add these certificates to support your application. There will be an opportunity to email completion certificates through later if the course has not been completed at time of the application.

Pre-departure crew drill list

As the skipper, you need to ensure that you and everyone on board has completed the crew pre-departure drill checklist. Examples of other drills that could be done include reefing or the use of specific rescue equipment on board. You will need to complete this checklist in full before you submit it. At the time of the onsite assessment, the vessel adequacy assessor may want to see any documentation supporting the drills for example the vessel manual and logbooks.

All of the people on board need to be present for the following drills and training.

- **Man overboard:** return and safe recovery of a person overboard, using all available equipment (lifebuoys, Dan buoy, throw-line, GPS MOB alarm, radio etc.) and who does what (including if the skipper is the one overboard).
- **Abandon vessel:** a walk-through of the necessary actions including how to launch the life raft, grab bag, EPIRB & PLB location and what vital equipment to take and who in the crew does what. How to make a Mayday call.
- **Fire:** a walk-through of the appropriate actions including raising the alarm, location of extinguishers and how to effectively use them.
- **Life Saving Gear:** instruction on the location and correct use of lifejackets, lifebuoys, life raft, Dan buoy, flares, radio, etc.
- **Medical Emergency:** location of the first aid kit, how to call on radio for medical assistance and basic reminder of actions to take if a casualty occurs.
- **Flooding:** a walk-through of all through-hull fittings and associated bungs. The location and operation of the bilge pumping arrangements.
- **Vessel specific:** starting and stopping the vessel's engine, understanding the circumstances in which the skipper is to be called, relevant vessel specific information

3. The Vessel and Safety Equipment adequacy assessment

Once your application for an International Voyage Certificate has been received, it will be checked for completeness. The Vessel Adequacy Assessor will then call to either request information not provided as required or arrange a single visit to your vessel.

They will need to see your vessel out of the water so you will need to arrange your vessel to be slipped so the underside can be assessed. The Vessel Adequacy Assessor will need to check inside your vessel as well which can either occur on the hardstand, in a floating dock or alongside.

This visit will take between 2-3 hours depending on the size of the boat. As a skipper, you are responsible for the seaworthiness of the vessel and equipment on board.

Out of the water assessment.

You will need to discuss with your Vessel Adequacy Assessor how your vessel will be presented out of the water as this may have timing implications and affect what happens for the on the vessel assessment. For your vessel to be assessed at this stage it will need to be free of fouling. It is recommended that your vessel has been washed within 6 months of your application or has had a recent antifoul. It is expected this part of the assessment will take approximately one hour depending on vessel length and beam.

For this part of the process, the Vessel Adequacy Assessor will look at the following.

- Condition of the hull.
- Keel if the vessel has one, whether there is any evidence of grounding or cracking between the keel and hull.
- Rudder and whether there is excessive bearing movement.
- Prop shaft or sail drive condition.
- Condition of the prop and anodes.

On the vessel assessment

This part of the assessment may either be done when the vessel is in the water or on the hardstand. You will need to talk to the assessor about the best time to do this check, for example it could be done before your vessel is lifted.

Any vessel needs to have at least the following emergency and safety equipment. You may decide for your specific vessel type that you need additional equipment on top of this list in order to be prepared for your voyage. When deciding on what and the amount of equipment, consider where you are going and how long it will take. The equipment below is what the Vessel Adequacy Assessor will ask to see when they visit your vessel.

Navigation equipment.

- GPS/chart plotter.
- Second handheld GPS/second chart plotter that has power independent of vessel power source.
- Compass that is adjusted and with current deviation card.
- Hand bearing compass.
- Paper charts, cruising guides and navigation equipment that is appropriate for the voyage.

Communication equipment.

- VHF plus emergency VHF aerial in case of dismasting.
- SSB or Sat phone.
- Handheld VHF.

Storm equipment

- Lifelines or jacklines appropriate to the vessel. These need to be set up when the assessor looks at your vessel.
- Tethers.
- Separate harnesses if lifejackets do not have inbuilt harnesses. You need to ensure that if you are using separate harnesses and lifejackets they do not affect each other's operation.
- System to hold washboards or doors in place in the event of a capsized.
- Sea anchor, drogue or other suitable device(s) as appropriate for the vessel.
- Storm jib and other storm sails as applicable.
- Shutters for vessels that have windows over 1858 cm² in a single window. These need to be fitted at the time of the assessment.

Lifesaving equipment

- Lifebuoys/Life rings at least two but number should be appropriate to the vessel. All should be fluoro coloured. At least one should have a light and drogue attached.
- Dan buoy this can be either self-inflating or a manual pole.
- Heaving line or throw line.
- Lifejackets with inbuilt harnesses or separate harnesses carried, serviced if inflatable, of appropriate type for the vessel, fitted with a light, sized for everyone on board, re-arming kits or extra lifejackets in case of activation. Lifejackets should have a minimum buoyancy of 150N. Whistles (without peas) attached to lifejackets. All lifejackets must be fitted with reflective tape and crotch/thigh straps. It is recommended that sprayhoods be fitted.
- EPIRB.
- PLB - necessary for vessels that are short-handed and recommended for other vessels.
- Offshore flare set including parachute flares, red handheld flares and orange smoke flares.
- Offshore life raft of appropriate size for crew and in-date for service, it needs to be suitably stowed onboard for quick deployment.
- A Grab bag with handheld VHF, additional flares, torch, light sticks and personal medication.
- Fire extinguishers of appropriate type and number for vessel concerned. These need to be in ready to use condition.
- Fire blanket for galley.
- Gas detector if gas bottle carried and used inside the vessel.
- Offshore first aid kit with medication that is appropriate for the voyage.
- Emergency knife readily available in the cockpit.
- Axe for multihull vessels or a way of escaping an inverted multihull vessel.

Vessel

- Manuals for equipment on board.
- Vessel diagram showing safety equipment and location of seacocks.
- Working navigation lights.
- Spare navigation lights that are battery powered.
- Keel bolts are in good condition.
- Torches and spare batteries - at least one floating.
- Spotlight to use in case of collision avoidance.
- Fog horn.
- Manual bilge pump accessible from the cockpit plus others as appropriate for the vessel.
- Emergency steering method.
- Anchor and warp of appropriate size/type for the vessel.
- Secondary anchor and warp.
- Tools and spares for engine, systems on board, sails and rigging.
- Adequate fuel and fresh water supplies.
- Seacocks in good condition with wooden bungs attached.

4. International Voyage Certificate

International Voyage Certificates are valid for 60 days from the date they are signed and for one clearance. If an extension of time is required, and there are no changes to the vessel, its equipment or crew from when the original certificate is issued, skippers can apply for a replacement certificate that will be issued with a 30-day validity period. The request for a replacement certificate must be submitted to Maritime NZ within the original 60-day period of validity and you must state the reasons why an extension of time is required. Beyond this timeframe, the International Voyage Certificate will be invalid.

An International Voyage Certificate will be valid for the 60 day period (or 30 days for a replacement certificate) provided there are no crew changes; no material changes or damage to the craft or the safety equipment on board (and the equipment remains in date until the estimated destination arrival) date.

A fresh application for an International Voyage Certificate may be required in the event a further on-site assessment visit is required due to the craft or equipment not being considered adequate during the first visit or there are other material changes relating to the craft or safety equipment or crew change.

Disclaimer

This publication provides general guidance on your duties under relevant legislation (including the Maritime Transport Act 1994, Maritime Rules, Marine Protection Rules and the Ship Registration Act 1992)

It is not possible for Maritime New Zealand to address every situation that could occur and you must make sure you are:

- operating according to the latest Maritime Rules, Marine Protection Rules, and other legislation; and
- obtaining legal advice where appropriate.

You need to think about this guidance and how best to apply it to your particular circumstances.

Maritime New Zealand regularly reviews and revises guidance to make sure that it is up-to-date and reflects any changes in legislation. However, this guidance might not be current, so you should check maritimenz.govt.nz to confirm that you are referring to the latest version of this publication.



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