



Temporary maritime event application form

IMPORTANT

Please ensure that you have addressed/supplied all of the under-mentioned items BEFORE submitting your application. Applications must be submitted a minimum of four weeks prior to the event date, or the application may be refused.

- Completed application form.
- Full details of the event/activity including location, date(s), times and area of operation.
- A detailed nautical chart or map of the area in which the event/activity is to take place.
- A safety plan for the event, completed by the applicant, in which all risks associated with the event have been identified and managed. See last page of this application form for a list of safety plan requirements.
- A copy of the applicant's Public Liability Insurance policy that details the insurer, insurance cover amount, relevant exclusions and policy expiry date.
- A copy of the Application For a Test Certificate for an Outdoor Pyrotechnic Display Work – (if applicable).
- Written authorisation from the occupier/trustee of the foreshore land intended to be used in connection with the proposed event/activity – (if applicable).

Once the application for a temporary maritime event is complete, please forward to the Harbour Master office on email: harbourmasters@boprc.govt.nz or telephone 0800 884 880.

DETAILS OF APPLICANT

Surname Given names

Organisation (if applicable) Position held (if applicable)

Physical address

Postal address (if different from physical address)

Suburb..... Town/city..... Post code.....

Private Business Mobile Facsimile

Email:.....

EVENT NAME.....

(Detailed nautical chart or map of the area must be supplied)

Area of operation (waterway) Location (specific area)

Start time: Date: Finish time: Date:

(includes set up and pack down time required on water)

Maximum number of participants/vessels:

BYLAW REQUIREMENTS (IF APPLICABLE)

- Do you require a RESERVED AREA (on the water) for your maritime event/activity? Yes No
- Do you require a BYLAW UPLIFTING for your maritime event/activity? Yes No
- Does your maritime event/activity require approval for competitors not to wear lifejackets? Yes No
- Are there any other BYLAWS that require uplifting for your maritime event/activity? Yes No

If you answered yes to any of the above questions, please give brief details below and include further details/supporting documentation in your safety plan to justify.

- Are you using any foreshore or adjacent land in conjunction with this event/activity? Yes No

If yes – please supply written consent from Council/landowner

TYPE OF EVENT (choose one section)

- SAILING EVENTS**
- | | | |
|--------------------------|-----|--------------------------|
| Sail Race | SA1 | <input type="checkbox"/> |
| Sail Regatta | SA2 | <input type="checkbox"/> |
| Sail Training | SA3 | <input type="checkbox"/> |
| Sail board Race | SA4 | <input type="checkbox"/> |
| Sail Race (Offshore) | SA5 | <input type="checkbox"/> |
| Kite Boarding Event/Race | SA6 | <input type="checkbox"/> |
- POWER BOAT EVENTS**
- | | | |
|----------------------------|-----|--------------------------|
| Power Boat Race | PR1 | <input type="checkbox"/> |
| Power Boat Race (Offshore) | PR2 | <input type="checkbox"/> |
| PWC Race | PR3 | <input type="checkbox"/> |
| Thundercat Race | PR4 | <input type="checkbox"/> |
| Water Ski Race | PR5 | <input type="checkbox"/> |
| Kite Boarding Event/Race | SA6 | <input type="checkbox"/> |

- SWIMMING EVENTS** SW1
- OTHER EVENTS**
- | | | |
|------------------------------|-----|--------------------------|
| Dragon Boat Race | OT1 | <input type="checkbox"/> |
| Waka Ama | OT2 | <input type="checkbox"/> |
| Stand Up Paddle Board | OT3 | <input type="checkbox"/> |
| Rowing | OT4 | <input type="checkbox"/> |
| Kayaking | OT5 | <input type="checkbox"/> |
| Demonstration/Display | OT6 | <input type="checkbox"/> |
| Filming | OT5 | <input type="checkbox"/> |
| Other Water Activities/races | OT6 | <input type="checkbox"/> |
| Please specify: | | |
- FIREWORKS EVENT** FW1

APPLICATION FEE - ATTACHED

I attach an application fee of \$115.00

CONTENTS OF SAFETY PLAN

For the purpose of this application, a safety plan that is required to be submitted with this application shall include, but not be limited to:

- Analysis of all risks involved in the event and what measures will be used to eliminate, isolate or minimise those hazards
- Numbers and types of vessels and/or people involved
- Map of event course(s) & required reserved areas
- 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
- 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 Council
- Justification for any reserved areas and bylaw uplifting requested
- 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
- Average and maximum vessel speeds involved
- Weather Limits for event
- Schedule of safety briefings & key messages
- Insurance held for the event

BOP Regional Council advises that a safety plan that only covers the above list is unlikely to manage all of your risks under other statutes (such as Health and Safety in Employment Act 1992). We strongly advise you to obtain experienced assistance if you have never completed a safety plan before.

DECLARATION

I,, declare that as applicant, or on behalf of the corporate body applicant, that,

- I declare that I am authorised to act as the applicant for the purpose of the temporary maritime event and that the information supplied is true and correct.
- I understand that if any detail is found to be incorrect the temporary maritime event may be cancelled without notice.
- I declare that as the applicant for the maritime event, I will implement strategies to alleviate all risks associated with the maritime event and that BOP Regional Council is indemnified and released from all liability in this regard.
- I agree the maritime event/activity will be run in accordance with all conditions imposed by the BOP Regional Council.
- I agree I will pay, on invoice, all costs incurred for the public notifications requirements of this application. I have been made aware through discussions with the Council the approximate cost of notification.
- I acknowledge that if in the opinion of the Harbour Master (or representative), the event is not managed safely, the Harbour Master (or representative) may cancel the event at any stage, and the Council will not have any liability for any losses incurred by the event organiser or competitors/participants as a result of any cancellation.
- The information I have supplied may be available to any person who enquires in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993.

Applicant's signature..... Date