

Special or Temporary Maritime Event Application Form

Use this form to apply to temporarily suspend the application of any clause of the Navigation Safety Bylaw during the event and to temporarily reserve an area of water for the event

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

- Completed application form and signed declaration
- Full details of the event/activity including location, date(s), times, area of operation
- A detailed nautical chart or plan of the area in which the event/activity is to take place
- A safety plan for the event 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. Include auditor's certificate if independently audited
- A copy of any relevant standing procedures, guidelines or rules adopted by the club or organisation
- A copy of the applicant's Public Liability Insurance policy that details the insurer, insurance cover amount, relevant exclusions and policy expiry date (if applicable)
- A copy of the "Application For Test Certificate for Outdoor Pyrotechnic Display Work" (if applicable)
- Written authorisation from the occupier/trustee of any foreshore land intended to be used in connection with the proposed event/activity (if applicable)
- Details of any consultation undertaken with potentially affected parties

Once this application for a special or temporary maritime event is complete, please forward to the Harbourmaster at **harbourmaster@ncc.govt.nz**. Please email or call the Harbourmaster on 0800 66 42 72 with any enquiries.

DETAILS OF APPLICANT

Full name _____

Organisation (if applicable) _____

Position held (if applicable) _____

Physical Address _____

Postal address (if different from physical address)

Suburb _____ Town/City _____ Post Code _____

Telephones

Home () _____ Business () _____ Mobile () _____

Email _____

Website (for organisation and/or event) _____

MARITIME EVENT LOCATION AND TIMING DETAILS

Area of operation (waterway) _____ Location (specific area) _____

Start Time: _____ Date: / / _____ Finish Time: _____ Date: / / _____
 (includes set up and pack down time required on water)

Backup date(s) (if postponed): _____ Expected number of participants/vessels: _____

NAVIGATION SAFETY BYLAW REQUIREMENTS

Do you require a RESERVED AREA (on the water) for your Maritime Event? Yes / No

Do you require a SPEED LIMIT suspension for your Maritime Event? Yes / No

Does your Maritime Event require approval for participants to not wear lifejackets? Yes / No

Are there any other BYLAWS that require suspension for your Maritime Event? Yes / No

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

 Please note costs may be incurred publishing a public notice in relation to reserving this area and/or suspending any other Navigation Safety Bylaw clause

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

If yes - please supply written consent from land owner/trustee, or tick box if you seek this from Council

Do you seek a boat ramp, jetty, wharf or reserve closure? Yes / No

TYPE OF EVENT (Choose one section)

SAILING EVENTS

- | | Code | | |
|-----------------|--|---|--|
| Sailing Race | Inshore - SA1 <input type="checkbox"/> | offshore - SA5 <input type="checkbox"/> | |
| Sailing Regatta | SA2 <input type="checkbox"/> | | |
| Sail Training | SA3 <input type="checkbox"/> | | |
| Sailboard | SA4 <input type="checkbox"/> | | |
| Kite Boarding | SA6 <input type="checkbox"/> | | |

MOTOR BOAT EVENTS

- | | |
|------------------------------------|------------------------------|
| Power Boat Race (Inland waterways) | PR1 <input type="checkbox"/> |
| Power Boat Race (Coastal waters) | PR2 <input type="checkbox"/> |
| PWC/Jetski race | PR3 <input type="checkbox"/> |
| ThunderCat | PR4 <input type="checkbox"/> |
| Water Ski Race | PR5 <input type="checkbox"/> |
| General powerboat regatta | PR6 <input type="checkbox"/> |

MANUALLY POWERED EVENTS

- | | Code | | |
|--------------------------------------|------------------------------|-----------|------------------------------|
| Swimming event / race | SW1 <input type="checkbox"/> | | |
| Dragon Boat | PC1 <input type="checkbox"/> | Waka Ama | PC2 <input type="checkbox"/> |
| Stand Up Paddle Board | PC3 <input type="checkbox"/> | Rowing | PC4 <input type="checkbox"/> |
| Kayaking/ Surfski | PC5 <input type="checkbox"/> | Raft race | PC6 <input type="checkbox"/> |
| Multisport Race (paddlecraft & swim) | PC7 <input type="checkbox"/> | | |

OTHER EVENTS

- | | | | |
|--------------------------------------|------------------------------|---------------------|------------------------------|
| Demonstration/Display | OT1 <input type="checkbox"/> | | |
| Mixed-use regatta (eg Classic Boats) | OT2 <input type="checkbox"/> | | |
| Filming | OT3 <input type="checkbox"/> | | |
| Fireworks (barge or foreshore based) | OT4 <input type="checkbox"/> | | |
| Logging | OT5 <input type="checkbox"/> | Infrastructure work | OT6 <input type="checkbox"/> |
| Other Organised Water Activity | OT7 <input type="checkbox"/> | | |

Please specify:

DECLARATION

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

- I am authorised to act as the applicant for the purpose of this Temporary Maritime Event and that the information supplied is true and correct, and
- I understand that if any detail is found to be incorrect the Temporary Maritime Event may be cancelled without notice, and
- as the applicant for the maritime event, I will implement strategies to alleviate all risks associated with the maritime event and that Nelson City Council is indemnified and released from all liability in this regard, and
- I agree the maritime event/activity will be run in accordance with all conditions imposed by Nelson City Council, and
- I agree I will pay, on invoice, all costs incurred for the public notifications requirements of this application, and
- I acknowledge that if in the opinion of the Harbourmaster (or representative), the event is not managed safely, the Harbourmaster (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, and
- 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.

CONTENTS OF SAFETY PLAN

A safety plan is required to be submitted with this application and should include, but not be limited to:

- Analysis of all foreseeable 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
- Average and maximum vessel speeds involved
- Map of event course(s) and required reserved areas
- Weather limits for event ("go and no go" criteria)
- Numbers and types of any 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 five years. Please provide details of lessons learnt and measures used to prevent similar incidents occurring.
- A communications plan for between event organisers and support vessels, other water users and Council
- Schedule of safety briefings and key messages
- 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
- Insurance held for the event
- Affiliations to any national bodies that oversee the event, or standards that apply to the event

Nelson City Council advises that a safety plan that only covers the above list is unlikely to manage all 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.

