

# Maritime Event Application Form

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## Harbour Master

### 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 4 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), time(s), 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 on last page of this application form 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:

[Harbours@Marlborough.govt.nz](mailto:Harbours@Marlborough.govt.nz) or telephone 03 520 7400

## Details of Applicant

Surname _____	Given Names _____	
Organisation (if applicable) _____	Position Held (if applicable) _____	
Physical Address _____		
Postal Address _____		
Postal Address (if different from physical address) _____		
Suburb _____	Town/City _____	Post Code _____
Phone Private _____	Phone Business _____	
Phone Mobile _____	Email _____	

## Maritime Event Activity

(Detailed nautical chart of 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 **speed bylaw to be uplifted** 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 answer yes to the above questions, please give brief details below and include further details/supporting documentation in your safety plan to justify.

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## 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.
- Average and maximum vessel speeds involved.
- Map of event course(s) and required reserved areas.
- Weather Limits for event.
- 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.
- Schedule of Safety Briefings & 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.

**Marlborough District Council advises that a safety plan that only covers the above list is unlikely going 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.
- I agree the maritime event/activity will be run in accordance with all conditions imposed.
- 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** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_