

Licence Number: _____

Application for a new/renewal Commercial Vessel Operation Licence

To: Harbourmaster Admin – Environmental Health
Tasman District Council
Private Bag 4
Richmond 7050

This application is for an annual licence pursuant to Clause 5.0 of the Navigation Safety Bylaw, September 2015 authorising a person to operate a vessel(s) for commercial purposes within Tasman District Territorial Waters. An exemption may be applied for in the case of small-scale operations. No annual fee applies to exemption holders.

The application must be filed and paid for before your licence expires on **31 October**.

Have you provided the following?

Supporting documents

You must provide copies of all these **documents and payment** with your application – if you don't, your application can be delayed or rejected.

- Maritime Transport Operators Certificate (MTOC) or Maritime Safety System (MOSS) (*required for first time applicants or if changes have occurred since this information was last supplied*)
- Photograph/s of vessel/s if this is the first licence application for this vessel, or if the vessel has changed significantly in appearance recently
- Management plan for kayaks, other paddlecraft or manually powered craft
- Fee – to be paid with application submission
 - Renewal \$363.00** - for each power-driven vessel or for each multiple of 15 kayaks/rafts, waka or similar vessels that are not power driven with greater than 10hpw
 - First time application \$281.00**

Total number of vessels/multiples of 15 vessels: _____ = total to pay \$ _____

Type of application:

- New licence
- Renewal licence
- Exemption
- New owner for existing operation

Classes of operation:

- Water taxi
- Charters
- Bare boat charters
- Guided paddlecraft
- Unguided paddlecraft
- Other

Need help?

Phone Tasman District Council and ask for Harbourmaster Admin on **03 543 8400** or email melanie.welch@tasman.govt.nz

Tasman District Council
Email info@tasman.govt.nz
Website www.tasman.govt.nz
24 hour assistance

Richmond
189 Queen Street
Private Bag 4
Richmond 7050
New Zealand
Phone 03 543 8400

Murchison
92 Fairfax Street
Murchison 7007
New Zealand
Phone 03 523 1013

Motueka
7 Hickmott Place
PO Box 123
Motueka 7143
New Zealand
Phone 03 528 2022

Tākaka
78 Commercial Street
PO Box 74
Tākaka 7142
New Zealand
Phone 03 525 9972

Application for new/renewal Commercial Vessel Operation Licence

CO: _____

The following information is taken from our records. Please fill in any blank boxes and make any alterations on this form. **Please PRINT clearly.**

Applicant details

Name/Company Name:

Postal address for service of documents:

Contact details

Phone number(s):

Email (*this is our preferred way of contacting you*):

Occupation:

Vessel Owner details

Name:

Postal address for service of documents:

Phone number(s):

Email (*this is our preferred way of contacting you*):

Area(s) of operation:

DOC Concession number(s)

Insurance details

Insurance cover held:

Note: all applicants should hold adequate third-party liability insurance (including for oil spills and removal of wreck as appropriate), or a bond may be required.

Insurance agent name and 24 hour contact:

For power-driven and sailing vessels under command of a qualified skipper

Number of vessels:

Names of Vessels:

Name of qualified person/s in charge of each vessel:

Usual marine VHF operating channels for vessel:

For power-driven and sailing vessels chartered as “bare boat” (without a qualified skipper)

Number of vessels:

Names of Vessels:

Sea Kayaks, other paddlecraft or manually powered craft

Number of crafts/vessels:

Type of crafts/vessels:

Distinctive colours or markings of craft/vessels:

Provide details of minimum qualifications of “on the water” guides, including current First Aid Certificates:

Attach your current management plan which details the matters covered in the relevant Maritime New Zealand Safety Guidelines, and includes the following:

- i. The way in which hirers are to be supported if any of the vessel's gear fails.
 - ii. The qualifications of persons carrying out assessment and instruction of hirers.
 - iii. Details of any general emergency procedures and contacts including responsibility for assessing conditions and forecasts and calling an operational shut-down or recall.
 - iv. Ration of guides and customers.
 - v. Details of safety systems and safety arrangements.
- All kayaks operated by me are coloured in contrast with the marine environment [Bylaw clause 5.1.8(a)(ix)]
- I require stickers advising users to stay within 200m of shore when possible. *If required, please send company logo by email as a jpg so that these can be personalised for you.*

Sign and Date

I here by state that the information provided in this application is to the best of my knowledge true and accurate.

Dated at (place):		on (date):	
Print name:		Applicant's signature:	

Payment

The fee for the renewal of your licence can be made by:

- Internet banking to ASB 12-3193-0002048-03
- By cash or card at any Council Office (credit card payments will incur a fee)