

Temporary Organised Water Activity Application Form

Use this form to apply for an uplifting of Navigation Safety Bylaw provisions or to reserve an area of water

Please ensure that you have addressed/supplied all of the under mentioned 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 temporary maritime event or other organised water activity is complete, please forward to the Harbourmaster at **harbourmaster@tasman.govt.nz** or lodge at or post to any Tasman District Council office. Please email or call the Harbourmaster on 03 543 8433 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/ ORGANISED WATER ACTIVITY 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/Activity? Yes / No

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

Does your Maritime Event/Activity require approval for participants to not 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.

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

Are you using any foreshore or adjacent land in conjunction with this event/activity? 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 offshore - SA5 Sailing Regatta SA2 Sail Training SA3 Sailboard SA4 Kite Boarding SA6 **MOTOR BOAT EVENTS**Power Boat Race (Inland waterways) PR1 Power Boat Race (Coastal waters) PR2 PWC/Jetski race PR3 ThunderCat PR4 Water Ski Race PR5 General powerboat regatta PR6 **MANUALLY POWERED EVENTS**

Code

Swimming event / race SW1 Dragon Boat PC1 Waka Ama PC2 Stand Up Paddle Board PC3 Rowing PC4 Kayaking/ Surfski PC5 Raft race PC6 Multisport Race (paddlecraft & swim) PC7 **OTHER EVENTS**Demonstration/Display OT1 Mixed-use regatta (eg Classic Boats) OT2 Filming OT3 Fireworks (barge or foreshore based) OT4 Logging OT5 Infrastructure work OT6 Other Organised Water Activity OT7 *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 Tasman District 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 Tasman District 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.

Applicant's Signature _____ Date / /

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

Tasman District 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.

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
Fax 03 543 9524

Murchison
92 Fairfax Street
Murchison 7007
New Zealand
Phone 03 523 1013
Fax 03 523 1012

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PO Box 123
Motueka 7143
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Phone 03 528 2022
Fax 03 528 9751

Takaka
78 Commercial Street
PO Box 74
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