

# Application for a Navigation Safety Licence

Application for a Navigation Safety Licence under the Bay of Plenty Regional Navigation Safety Bylaw 2017

Please answer all questions on this form. If questions are left unanswered, we may not be able to accept your application.

If you need assistance, please phone our Maritime Department on 0800 5 Knots (0800 55 66 78).

## Applicant's Details

Organisation/Company Name:

Contact Person:

Postal Address:

Phone Number(s):

Mobile:

Email Address:

Full Name:

Date:

*(Or person authorised to sign on behalf of the applicant)*

## The Activity/Event Details

What kind of activity(s) is it?

What are the intended time frames (season)?

Where will the activity be held & or based?

**Please attach a copy of the activity safe operating plan. This should include enough detail to enable us to assess your application.**

**The Safe Operating Plan should include detail such as, but not restricted to:**

- Number and type of vessels and/or people involved.
- Qualification and/or experience of operator(s).
- Average and maximum speed of vessels.
- Map of activity course(s) and the location of any support vessel, first aid, entry and exit points, etc.
- Operating procedures, e.g. briefing, start process, during the activity, finishing and debriefing.
- Operational limits with regards to the weather, eg wind, tide, rain, swell etc.
- Hours of operation.
- First aid equipment and first aid trained personal on site.
- Communication process (VHF, UHF, Mobile phones, PA, etc.).
- List of all safety equipment on site and or carried in vessels.
- List any users of the area, commercial and recreational, that could be affected or affect the activity.
- Compliance with Maritime safety regulations, e.g. life jackets, vessels in safe ship management, etc.
- Any insurance, health and safety or any other relevant safety documentation.
- Any other relevant information.

**Please note your application will be evaluated in terms of the safety measures employed for this activity.**

## Have you?

**Please tick**

- Filled in all appropriate sections of this form
- Enclosed a copy of the Safe Operating Plan

The information you have supplied is required by Bay of Plenty Regional Council to process your application. Access to the information held by Bay of Plenty Regional Council is administered in accordance with the Local Government Information and Meetings Act 1997 and the Privacy Act 1993.

Under the Privacy Act 1993 you have right of access to personal information held by Bay of Plenty Regional Council and you are entitled to request information about you be corrected.

**If you need assistance contact:**

**Bay of Plenty Regional Council, Maritime Department on 0800 5 Knots (0800 55 66 78)**