



Aquatic Event Application Form

Use this form if your event:

Does require a suspension of the vessel speed limits (Bylaw clause 3.2)

Does require a partial for full lake closure, or

Does require a reserved area (Harbour or Coastal)

Please refer to the [Bay of Plenty Regional Navigational Safety Bylaw](#)

For an aquatic event that does NOT require any bylaw uplifting or partial/full lake closure, please complete the Lake and Harbour Usage Form available [here](#).

IMPORTANT

Please ensure that you have supplied all of the required information BEFORE submitting your application (refer to the Pre-submit Checklist below).

Applications must be submitted no later than **four weeks prior** to the event date, or the application may be refused. Please contact us for assistance if you have any questions

Details of applicant	
Contact person:	
Contact phone:	
Address:	
Group/organisation name:	
Email address:	
Contact name and number for day of event if different from above:	

Details of activity			
Event name:			
What type of activity:			
Location/area of operation/waterway:			
Day/date of event:			
Event time (on water): Start Time		Finish time	
Set Up Date: Start		Finish	

Set up Times: Start		Finish	
Pack Down Date: Start		Finish	
Pack Down Time: Start		Finish	
If applicable, does this lake closure/reserved area require your course setup to remain in place overnight without interference from other users? (please select)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>A map of the area to be used must be attached and marked with the following information:</p> <ul style="list-style-type: none"> • The area required for the closure or uplifting. • The course setup/placement/dimensions. • Location of any support vessel/s, first aid, entry and exit points etc. • Any structures (e.g. ramps) required to be closed off. <p>If the event is taking place on a Rotorua Lake, you can download the applicable lake map from the following website: www.rotorualakes.co.nz/booking</p>			
Do you require any navigation aids or moorings to be removed by the Maritime Team to enable your course setup?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:			
<p>NOTE: Under the Current Bay of Plenty Regional Navigation Safety Bylaw, no person(s) other than the Maritime Team may remove, utilise or interfere with any navigation aids or moorings. If this is a requirement for your Aquatic Event a cost will apply.</p>			
Total Participants			
Total people in the water at any time			
Total number of participant vessels			
Total number of support vessels			
Total number of vessels in the water at any time			
Operational weather limits including: Maximum wind speed, swell and seas. Tidal and rain considerations.			
Safe Operating Plan (SOP)			
Please attach a copy of the Activity/Events Safe Operating Plan. To enable us to assess your application, this should include detail such as, but not restricted to:			
<input type="checkbox"/>	Number and type of vessels and people involved.		
<input type="checkbox"/>	Qualification and/or experience of safety vessel operator(s) event organiser and events safety officer.		
<input type="checkbox"/>	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.		
<input type="checkbox"/>	Emergency procedures.		
<input type="checkbox"/>	Operating procedures, e.g. briefing, start process, during the race, finishing and debriefing.		
<input type="checkbox"/>	Operational limits: e.g. wind, tide, rain, swells etc.		
<input type="checkbox"/>	First Aid equipment and number of First Aid trained personnel on site.		
<input type="checkbox"/>	Communication process (VHF, mobile phones, PA, etc.).		
<input type="checkbox"/>	A list of all safety equipment on site and carried on board vessels.		

<input type="checkbox"/>	Compliance with Maritime rules.
<input type="checkbox"/>	Analysis of all risks involved in the event and what measures will be used to eliminate, isolate or minimise those hazards, including aquatic weeds/biosecurity prevention procedures.
<input type="checkbox"/>	Map of event course(s) and required reserved areas.
<input type="checkbox"/>	A communications plan between event organisers and Council.
<input type="checkbox"/>	Schedule of safety briefings and key messages.
<input type="checkbox"/>	Justification for any reserved areas and bylaw uplifting requested.
<input type="checkbox"/>	A copy of the insurance policy held for the event.
<input type="checkbox"/>	Affiliations to any national bodies.
List details of any significant safety incidents from previous events: <ul style="list-style-type: none"> • That have been run either by the event organiser, or the event safety officer. • Within New Zealand in the last five years. 	
Nil <input type="checkbox"/>	
Details of lessons learnt and measures used to reduce similar incidents occurring	
List any users of the area (in the table below), commercial and recreational, that could be affected or effect the event, i.e. for Lake Rotorua; Lakefront Operators. These will need to be contacted by the event organiser.	
<p>Bay of Plenty Regional Council advises that a safety plan that only covers the above list is unlikely going to manage your risks under other statutes (such as the Health and Safety in Employment Act). We strongly advise you obtain experienced assistance if you have never completed a safety plan before.</p> <p>Your application will be evaluated in terms of the safety measures employed for this activity. Audits may be carried out and any non-compliance may result in any future events being declined.</p>	
Public notification	
<p>Your event will need to be publicly notified as outlined in clause 3.9.4 of the bylaws. The purpose of this notification is to let other water users know that you have been granted an exemption from the provisions of the bylaws and/or temporarily reserved an area of water under the bylaws to host your aquatic event.</p> <p>You will be invoiced for this public notification.</p>	

Pre-Submit Checklist:

Have you:

<input type="checkbox"/>	Completed all sections of the application form?
<input type="checkbox"/>	Organiser has ensured all contact details listed in application and SOP are current and correct?
<input type="checkbox"/>	Enclosed a detailed nautical chart or map of the area in which the event/activity is to take place?
<input type="checkbox"/>	Enclosed a Safe Operating Plan (SOP) which identifies and manages all risks associated with the event?
<input type="checkbox"/>	Enclosed a copy of the Public Liability Insurance Policy detailing the insurer, insurance cover amount, relevant exclusions and policy expiry date?
<input type="checkbox"/>	Enclosed a copy of the Application for a Test Certificate for an Outdoor Pyrotechnic Display Work – (if applicable)?
<input type="checkbox"/>	Enclosed a written authorisation from the occupier/trustee of the foreshore land intended to be used in connection with the proposed event/activity – (if applicable)?

Declaration

I, Full **name** , declare that as applicant, or on behalf of the corporate body applicant, that:

<input type="checkbox"/>	I am authorised to act as the applicant for the purpose of the aquatic event and all the information supplied is true and correct
<input type="checkbox"/>	I understand that if any detail is found to be incorrect, the aquatic event may be cancelled without notice.
<input type="checkbox"/>	As the applicant for the aquatic event, I will implement strategies to alleviate all risks associated with the aquatic event and that Bay of Plenty Regional Council is indemnified and released from all liability in this regard
<input type="checkbox"/>	I agree the aquatic event will be run in accordance with all conditions imposed by the Bay of Plenty Regional Council.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

Post or email your completed application form to:

Maritime Team, Bay of Plenty Regional Council, PO Box 364, Whakatāne 3158 Email:
maritime@boprc.govt.nz

If further information is required contact the Harbourmaster Office at 0800 5KNOTS (0800 55 6687).