

# Application Temporary Maritime Event



## Important information

Please provide all the required information. Applications must be submitted a minimum of **4 weeks (20 working days) before the event date**, or the application may be declined.

### Checklist

- Fully completed application form.
- Full details of the event including location, dates, times and area of operation.
- A detailed nautical chart or map of the area in which the event is to take place.
- A safety plan for the event, completed by the applicant, which identifies all risks associated with the event and how they will be managed. A list of safety plan requirements are on the last page.
- A copy of your 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).

Please lodge your fully completed application with the Harbourmaster office at **harbourmaster@gdc.govt.nz**

## 1. Applicant's details

Name:

Surname:

First Name(s)

Organisation (if applicable):

Position held:

Address:

No.

Street/Road

Suburb

Town/City

Postcode

Phone:

Day

Mobile:

Email:

Postal address for correspondence (if different from above):

## 2. Maritime activity details

A detailed nautical chart or map of the area must be supplied with this application.

Name of event:

Area of operation (waterway):

Location (specific area):

Duration of the event/activity (please include set up and dismantling times):

Start date:

Time:

Finish date:

Time:

Maximum number of: Participants

Vessels

## 3. Bylaw requirements (if applicable)

Do you require a reserved area (on the water) for your event/activity? Yes No

Do you require a bylaw approved for your event/activity? Yes No

Does your maritime event/activity require approval for competitors not to wear lifejackets? Yes No

If you answer yes to the above questions, provide brief details including further supporting documents in your safety plan to justify.

Are you using any foreshore or adjacent land in conjunction with this event/activity? Yes No

If yes, please supply written consent from council/land owner.

#### 4. Type of event

<b>Sailing events</b>	<b>Code</b>	<b>Swimming events</b>	<b>Code</b>
Sail race	SA1	Swimming	SW1
Sail regatta	SA2	<b>Other events</b>	<b>Code</b>
Sail training	SA3	Dragon boat race	OT1
Sail board race	SA4	Waka ama	OT2
Sail race (offshore)	SA5	Stand up paddle board	OT3
Kite boarding event/race	SA6	Rowing	OT4
<b>Power boat events</b>	<b>Code</b>	Kayaking	OT5
Power boat race	PR1	Demonstration/display	OT6
Power boat race (offshore)	PR2	Filming	OT7
PWC race	PR3	Other water activities/races	078
Thundercat race	PR4	Please specify:	
Water ski race	PR5	<b>Fireworks events</b>	<b>Code</b>
Kite boarding event/race	PR6	Fireworks	FW1

#### 5. Safety requirements put in place by organiser

**Life jackets**

Sufficient life jackets made available and worn Yes No

**Support vessels** Yes No

Type:

Number:

**Support crew** Yes No

Lifeguards:

Number per craft:

**Marshalls** Yes No

Numbers:

**Communications (radio/cellphone, etc)** Yes No

Type:

Number:

**Emergency services notification:** Police Ambulance Fire Other (please specify)

## 6. Information on events

Number of crew on water at any one time:

Number of crew per craft (type and number, e.g. waka / 6 crew):

Time of water event:

Start

Finish

## 7. Site plan

You must include a site plan with your application. Either a Google Map or go to our website maps page. It should include key details such as:

### Land activity

- |  |                     |                             |
|--|---------------------|-----------------------------|
| Ⓥ Vehicle crossings (points of access) | Ⓢ Signage           | Ⓟ Parking (on and off site) |
| ⓕ Where food will be served            | Ⓛ Lighting          | Ⓧ Amusement devices         |
| Ⓐ Where alcohol is sold or supplied    | Ⓣ Toilet facilities | ⓔ Sound equipment           |
| ⊕ Emergency/First aid stations         | 🔒 Security systems  | Ⓡ Rubbish                   |
| ♻️ Recycling depot                     |                     |                             |

Any structures including marquees and stages. Any other significant features the site has, such as rivers, streams or ponds. If accommodation is to be provided on site and is not located within a permanent structure please show where it will be located on the site plan.

### Sea activity

- |             |                     |                   |
|-------------|---------------------|-------------------|
| Ⓑ Buoys     | --- Course          | Ⓢ Support vessels |
| Ⓜ Marshalls | ⊕ Emergency support | ▶ Flags           |
| ✕ Other     |                     |                   |

## 7. Declaration

I \_\_\_\_\_ declare that as the applicant, or on behalf of the corporate body applicant, 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.
- As the applicant for the Maritime Event, I will implement strategies to alleviate all risks associated with the Maritime Event and that the Department of Internal Affairs is indemnified and released from all liability in this regard.
- I agree the maritime event/activity will be run in accordance with all conditions imposed by the Gisborne District Council Harbourmaster.
- I agree I will pay, on invoice, all costs incurred for the public notification requirements of this application. I have been made aware through discussions with Council the approximate cost of notification.
- 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 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:

## Safety plan contents

A safety plan is required to be submitted with this application. It shall include, but not be limited to:

- An 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 and key messages.
- 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.

Gisborne 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.

### OFFICE USE ONLY:

Received Date

Received By

Distribution Date