

# TEMPORARY MARITIME EVENT APPLICATION FORM

**Application to conduct a race, speed trial, competition or other organised recreational water activity.**

**Application is under clause 5.6 of the Waikato Regional Council Navigation Safety Bylaw 2013.**

***If you require assistance, freephone the Waikato Regional Council on 0800 800 401.***

## **OFFICE USE ONLY**

Date received: \_\_\_\_\_

Booking fee received: Yes / No

Health and safety plan: Yes / No

## **CHECKLIST**

- Completed application form
- Full details of the event including location, date(s), times, and area of operation
- Detailed map of the area in which the event/activity is to take place
- Safety plan for the event (see last page for a list of safety plan requirements)
- Application fee of **\$138** (incl. GST). Please make payment to 06 0317 0096442 000 using RC APPLN as the reference

*Note: applications must be submitted a minimum of 4 weeks prior to the event date, or the application may be refused.*

Once the application for a temporary maritime event is complete, please forward to the

**Waikato Regional Council, Private Bag 3038, Waikato Mail Centre, Hamilton 3038 or email to [RM.Requests@waikatoregion.govt](mailto:RM.Requests@waikatoregion.govt).**

## **APPLICANT DETAILS**

Surname \_\_\_\_\_ Given name (s) \_\_\_\_\_

Organisation \_\_\_\_\_ Position held \_\_\_\_\_

Physical address \_\_\_\_\_

Suburb \_\_\_\_\_ Town/City \_\_\_\_\_ Postcode \_\_\_\_\_

Postal address \_\_\_\_\_

Private \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

## **MARITIME EVENT**

***Note - a detailed map of the area must be supplied***

Name of event \_\_\_\_\_

Area of operation (waterway) \_\_\_\_\_ Location (specific area) \_\_\_\_\_

Date(s): \_\_\_\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_ *(please include set up and pack down time required on water)*

**DESCRIPTION OF EVENT (PLEASE USE SEPARATE SHEET IF NECESSARY)**

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Maximum number of participants/vessels: \_\_\_\_\_

Name of controller of on-water activities (required to be contactable at all times during the event)  
\_\_\_\_\_

On Water Controller cellphone number \_\_\_\_\_

What clause(s) of the bylaw would you like uplifted for your event? \_\_\_\_\_  
\_\_\_\_\_

**EVENT SAFETY PLAN**

**For the purpose of this application, a safety plan is required to be submitted with this application.  
The safety plan shall include, but not be limited to:**

- Analysis of all risks and hazards involved in the event and what measures will be used to eliminate, isolate or minimise these
- Numbers and types of vessels and/or people involved
- Map of event course(s) and required reserved areas
- 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 within New Zealand in the last 5 years
- A communications plan
- 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
- Average and maximum vessel speeds involved
- Weather limits for event

## 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 the temporary maritime event and that the information supplied is true and correct.
- As the applicant for the temporary maritime event, I will implement strategies to alleviate all risks associated and that Waikato Regional Council is indemnified and released from all liability in this regard.
- I agree the maritime event/activity will be run in accordance with all conditions required by Waikato Regional Council.
- I agree to pay all costs incurred for the public notifications requirements of this application.
- 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.
- 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## NOTES

### Public notification

Your application will be publicly notified between seven and fourteen days prior to your event as outlined in clause 5.6 of the Waikato Regional Council Navigation Safety Bylaw 2013. The purpose of this notification is to let other users know this area is reserved for your use. The cost of the public notice is additional to the processing fee and will be invoiced to you at the time of the notice.

### Authorisation fee

The fee for processing an authorisation for a temporary maritime event is **\$138 incl GST** as specified in the Waikato Regional Council's Annual Plan, public notification costs are additional.

The authorisation fee must be included with your application.

### Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010

If your event is to be held on the Waikato River downstream of the Karapiro hydro dam it will be subject to the provisions of the Waikato- Tainui Raupatu Claims (Waikato River) Settlement Act 2010, with respect to customary activities. Note: tribally significant tangihanga or hari tuupaapaku will take precedence over any authorised event.

**Please contact the appropriate district or city council in the area your event will occur to discuss any requirement they have.**

**Please contact the appropriate occupier/trustee of the foreshore land intended to be used in connection with the proposed event, as their approval may be required.**

