

# Application for, or renewal of, Commercial Vessel Operation licence

This application is for an annual licence pursuant to Clause 5.0 of the Navigation Safety Bylaw, September 2015 authorising a person to operate a vessel(s) for commercial purposes within Tasman District Territorial Waters. **An exemption may be applied for in the case of small-scale operations. No annual fee applies to exemption holders.**

## Section A

### Licence type

- New licence     Renewal     Exemption     New owner for existing operation

### Classes of operation

- Water taxi     Charters     Bare boat charters     Guided paddlecraft     Unguided paddlecraft hire     Other

### Schedule of fees:

Licence period ends 31 October each year. New application fee is pro-rated.

- First time applications, additional charge of **\$235.00**
- Annual fee, **\$304.00** for each multiple of either one power-driven vessel or up to a total of 15 kayaks, rafts, waka or similar vessels that are not power-driven with greater than 10hpw

*A 20% late payment penalty will apply to renewal application fees remaining unpaid after 30 November.*

- Fees paid upon lodgement     Please send me an invoice

### Applicant details

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Ph.(bus): \_\_\_\_\_ Ph.(pvt): \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## Vessel owner details (if different from applicant)

Name: \_\_\_\_\_

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

\_\_\_\_\_

Ph.(bus): \_\_\_\_\_ Ph.(pvt): \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Area(s) of operation: \_\_\_\_\_

DOC Concession(s) number(s): \_\_\_\_\_

## Insurance details

1. Insurance cover held: \$ \_\_\_\_\_

*Note: All applicants should hold adequate third-party liability insurance (including for oil spills and removal of wreck as appropriate), or a bond may be required.*

2. Insurance agent name and 24 hour contact (optional): \_\_\_\_\_

**Complete all of the sections below and on the back of this page that are relevant to your operation.**

## Section B: For power driven and sailing vessels under command of a qualified skipper

1. Name of qualified person(s) in charge of each vessel: \_\_\_\_\_

\_\_\_\_\_

2. Usual marine VHF operating channels for vessel: \_\_\_\_\_

\_\_\_\_\_

3. Attach a copy of your Maritime Transport Operators Certificate (MTOC), (or a copy of the Maritime Operators Safety System (MOSS) (NB: not required if no changes have occurred since this information was last supplied).

4. Attach a photograph of the vessel(s) if this is the first licence application for this vessel, or if the vessel has changed significantly in appearance since the last photograph was submitted.

## Section C: For power-driven and sailing vessels chartered as "bare boat" (without a qualified skipper)

1. Attach a copy of your Maritime Transport Operators Certificate (MTOC), (or a copy of the Maritime Operators Safety System (MOSS) (NB: not required if no changes have occurred since this information was last supplied).

2. Attach a photograph of the vessel(s) if this is the first licence application for this vessel, or if the vessel has changed significantly in appearance since the last photograph was submitted.

## Section D: Sea kayak or other paddlecraft or manually powered craft

1. Provide a copy of the current management plan in place which details the matters covered in the relevant Maritime New Zealand safety guidelines, and:
  - (i) The way in which hirers are to be supported if any of the vessel's gear fails.
  - (ii) The qualifications of persons carrying out assessment and instruction of hirers.
  - (iii) Details of any general emergency procedures and contacts including responsibility for assessing conditions and forecasts and calling an operational shut-down or recall.
  - (iv) Ratio of guides and customers.
  - (v) Details of safety system and safety arrangements.
2. Provide details of minimum qualifications of "on the water" guides, including current First Aid Certificates.

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3. Describe the type and number of kayaks or other vessels.

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4. Describe any distinctive colours or markings that may identify your kayaks or other vessels.

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5. I hereby declare that all kayaks operated by me are coloured to contrast with the marine environment [Bylaw clause 5.1.8(a)(ix)]

We need \_\_\_\_\_ stickers advising user(s) to stay within 200m of shore when possible. Note: email logo as jpg if you require the stickers to be personalised.

## Section E: Declaration

I \_\_\_\_\_ hereby state that this information provided in this application is to the best of my knowledge true and accurate.

Signature of applicant or agent:		Date:	
Applicant or authorised agent:			

Note: Supporting documents may be enclosed, or emailed to [harbourmaster@tasman.govt.nz](mailto:harbourmaster@tasman.govt.nz)

### For office use only

Licence No: CO

Number of vessels: \_\_\_\_\_

Number of kayaks/other: \_\_\_\_\_

**Total vessels/kayaks:** \_\_\_\_\_

**Total to invoice:** \_\_\_\_\_