

Application Form: Approval to use a Maritime Facility



Application under Part 3, Uses of the Thames-Coromandel District Council Maritime Facilities Bylaw / Ngā Ture mō Ngā Tauranga Waka.

Using our Maritime Facilities (Wharves, Jetties, Boat Ramps, Pontoons)

Some activities that use Council managed **Maritime Facilities** will require **Approval** before they can be undertaken.

Please ensure you have read the Thames-Coromandel District Council Maritime Facilities Bylaw, in particular:

- Part 1: Clause 6 of the Bylaw provides context to the related activity (for example, definition of vehicles, commercial activity etc.).
- Schedule 1- Lists Council's Maritime Facilities
- Schedule 2- Lists Maritime Facilities that have a restriction on their usage.

Click [here](#) to view or download the Bylaw

Activities that require Approval

If one or more of the following activities relate to something you want to do, **please complete this application form**. If you need any assistance, please email harbours@tcdc.govt.nz

- 1. Structures:** Build, construct, erect or affix a structure permanently or temporarily on a Maritime Facility.
Note: A building and/or resource consent may also be required.
- 2. Storage of ships or equipment:** Store any trailer, ship, equipment, or any other thing on or around a Maritime Facility.
- 3. Refuelling: Refuel** a ship at a **wharf**.
Notes: Authorisation from Waikato Regional Council will also be required. Refuelling a ship at any other type of Maritime Facility is not permitted.
- 4. Berthing:** Tether, anchor, or moor a ship at a **wharf or jetty**.
Notes: Some exceptions apply (for example, ships berthing for emergency or regulatory related activities). Berthing is not permitted at any other type of Maritime Facility. A resource consent may also be required at the Sugarloaf Wharf.
- 5. Vehicles:** Drive, park or store any vehicle on a Maritime Facility.
Note: Maximum weight limits apply to some Maritime Facilities – please refer to Schedule 2- Part C of the Thames-Coromandel District Council Maritime Facilities Bylaw.
- 6. Working on ships:** Work on a ship berthed at a **wharf or jetty**.
- 7. Commercial activities:** Use a ship for any commercial activity at a Maritime Facility.
Note: Please refer to Part 1: Clause 6 of the Thames-Coromandel District Council Maritime Facilities Bylaw.

If you want to carry out an **Event or Competition** at a Maritime Facility, please download and complete an Event Application form. The application form can be found on the Thames-Coromandel District Council website under Our Services/ Licenses, Permits and Concessions/ Application to Hire a Park or Open Space on the Coromandel.

Application Process

- Please answer all questions on this form. We will not be able to process your application if you have left questions unanswered or not provided supporting documentation.
- Please attach copies of all relevant supporting documentation (see Additional Information on the last page of this form).
- The application will also be assessed in terms of any health and safety requirements/measures so please ensure you attach information to satisfy these requirements.
- All fees and charges that may be relevant to your application can be found by clicking on the following link: **Schedule of Fees and Charges: Harbours**
- If you would like to fill out this application form electronically, please follow the instructions below:
 1. Download and open this form in your PDF reader (for example, Adobe Acrobat).
 2. Fill it out and save to your computer/device.
 3. Attach and send the form with all supporting documentation to **harbours@tcidc.govt.nz** with **Application to Use a Maritime Facility** typed in the subject line.

Payment Options

Council has several payment options available. Click [here](#) to find ways to pay.

Note: Acceptance of payment does not guarantee Approval.

Applicant Details

Applicant Name	
Contact Number	Mobile Number
Email Address	
Address for Service	

Ship Details (if applicable)

Skipper(s) Name	
Ship(s) Name and Overall Length:	
Contact Number	Mobile Number
MSA/MNZ & fishing fleet number (if applicable)	

Vehicle Details (if applicable)

Vehicle(s) registration number:

Description of Use

Nature of activity (commercial or recreational)

What Maritime Facility (as listed in per Schedule 1 of the Bylaw) are you seeking an Approval for?

Which use/activity (as listed in Part 3 of the Bylaw) are you seeking an Approval for?
(For example - structures, vehicles, commercial activity)

What are your reasons for seeking an Approval?

When do you wish to proceed with your activity and what is the intended duration period?

Note: Please advise if this activity will be recurring, temporary or permanent in nature.

Utilities: Please state if you require access to power or water

Note: These utilities are not available at all Maritime Facilities

IMPORTANT NOTE:

Privacy Notification – *please tick this check box and sign below to confirm you have read and understand the privacy information.*

The information you provide will be used for the purpose of assessing the application for Approval. You understand that the Council must act in accordance with the requirements of the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020, and that the information may be made publicly available. Personal information will be held and used in accordance with the **Council’s Privacy Statement** and the Privacy Act 2020. Under this Act you may request access to, and request correction of any personal information held by the Council. Please let us know if your application contains commercially sensitive information or other information you consider should not be publicly disclosed.

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)

Additional Information

Please tick the check box to confirm a copy has been attached.

- Current Public Liability Insurance Cover
- Health & Safety Plan
- Current Maritime Transport Operator Certificate (where applicable)
- Current Maritime NZ Skipper Licence / Certificate of Competency (where applicable)
- Current Maritime NZ Verification of Status (where applicable)
- Current Maritime NZ Oil Transfer Site Marine Contingency Plan Approval (where applicable)

- You may also attach a description of your activity on a separate sheet of paper, in enough detail to enable us to assess the scope of your application more accurately. This may include, but is not limited to:
 - » A site plan and proposed drawing, if applicable.
 - » Details of ship, structure, goods, equipment or other.
 - » Number of people/pax involved, if applicable.

How to submit your application

Post - Thames-Coromandel District Council, Private Bag 1001, Thames 3540 New Zealand.

Email - harbours@tcdc.govt.nz. Please attach the completed application and supporting documentation to your email and type **Application for Approval to Use a Maritime Facility** in the subject line.

Drop off - at any of our service centres in Coromandel Town, Thames, Whangamatā or Whitianga.

Office use only	APPLICATION FEE (including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				