

# Aquatic Event Application Form



Please complete all sections of this form. If sections are left incomplete, we may not be able to accept your application. Please contact us for assistance if you have any problems or questions.

## Bay of Plenty Regional Navigation Safety Bylaw Exemption

This form is used if you want to hold an aquatic event (involving partial/full lake closure/s) in the Bay of Plenty Region that requires uplifting of one or more of the Bay of Plenty Regional Navigation Safety Bylaws 2010 (the 'Bylaws'). Please refer to these Bylaws for more information. They can be downloaded from our website [www.boprc.govt.nz](http://www.boprc.govt.nz) or obtained from our office in Rotorua.

Tick the bylaw exemptions you want to apply for:

- Bylaw 3.2 Speed of vessels** (if your event requires vessels to exceed 5 knots within 200 m from the shoreline and 50 m from any vessel).
- Bylaw 3.9 Special events** (to temporarily reserve an area for your activity).

## Applicant's details

Event/Organisation/Company Name:

(Please tick one) Local Club/Organisation  or Other Applicant

Postal Address:

Contact Person:

Position:

Daytime phone number(s):

Other contact details (e.g. email address, fax):

(Please include below name and contact details of person in charge on day of closure if different from above)

## The Activity/Event Details

Please tick and complete all sections

- What kind of event/activity is it?
- How many people and and/or vessels are anticipated to be involved?
- What are the required date(s) and hours for the event? Please note that these days/hours only apply to on the water (e.g. amount of time required for your event including set up and pack down).
  - Set up day/s (date/s):  Hours (from/to):
  - Event day/s (date/s):  Hours (from/to):
  - Pack down day/s (date/s):  Hours (from/to):
- (If applicable) Is this required lake closure period inclusive (to allow your course set-up to remain in place overnight without interference from other lake users?).  Yes  No (Please select)
- Where will the event be held or based? Lake: \_\_\_\_\_  
Location: \_\_\_\_\_
- Please attach a map of the area to be used and identify the following (as applicable) on your map. If the event is on one of the Rotorua Lakes you can download the applicable lake map from the following website: [www.rotorualakes.co.nz](http://www.rotorualakes.co.nz).
- The area required for partial/full closure.
- The course set up/placement/dimensions.
- Location of any support vessel/s, first aid, entry and exit points etc.
- Any structures (e.g. ramps) required to be used or closed off for the closure.
- Any navigation aids you require removed by the Rotorua Maritime Team to enable your course set up. Please note that under the Bylaws any navigation aids cannot be altered, utilised or interfered with by anyone other than the Rotorua Maritime Team and there will be a cost if you require this to be done.

**Please attach a copy of the Activity/Event Safe Operating Plan. This should include enough detail to enable us to assess your application. If you have previously provided us with a Plan, please update it for this event.**

**The Safe Operating Plan should include detail such as, but not restricted to:**

- Number and type of vessels and/or people involved.
- Qualification and/or experience of operator(s).
- Average and maximum speed of vessels.
- Emergency services list (available for download from website) and emergency evacuation procedures.
- Operating procedures, e.g. briefing, start process, during the race, finishing and debriefing.
- Operational limits with regards to the weather, eg wind, tide, rain, swell etc.
- Hours of operation.
- First aid equipment and first aid trained personnel on site.
- Communication process (VHF, UHF, Mobile phones, PA, etc.).
- List of all safety equipment on site and/or carried in vessels.
- List any users of the area commercial and recreational, that could be affected or effect the event.
- Compliance with Maritime safety regulations, e.g. life jackets, vessels in safe ship management, etc.
- Aquatic weeds prevention procedures.
- Any other relevant information.
- For Lake Rotorua; Lakefront operators to be advised.

**Please note 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 event being cancelled and/or declined in the future.**

## Notes

### Public Notification

Your application may 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.

You will be invoiced for this public notification.

**If you have any queries regarding these processing costs, please contact us for clarification.**

## Have you?

### Please tick and complete all sections

- Filled in all sections of this form.
- Enclosed a copy of the Safe Operating Plan.
- Enclosed a copy of the map for your event.

Signature of Applicant:  
*(or person authorised to sign on behalf of the applicant)*

Date:

The information you have supplied is required by Bay of Plenty Regional Council to process your application. Access to the information held by Bay of Plenty Regional Council is administered in accordance with the Local Government Information and Meetings Act 1997 and the Privacy Act 1993.

Under the Privacy Act 1993 you have right of access to personal information held by Bay of Plenty Regional Council and you are entitled to request information about you be corrected.

## Contact details

For enquiries or lodgement of this form please contact the Maritime Team at Bay of Plenty Regional Council:

**Phone:** 0800 884 880  
**Fax:** 0800 884 882  
**Email:** [info@boprc.govt.nz](mailto:info@boprc.govt.nz)  
**Website:** [www.boprc.govt.nz](http://www.boprc.govt.nz)

**Postal:**  
Maritime Administration Team (Rotorua Office)  
Bay of Plenty Regional Council  
PO Box 364  
Whakatane 3158

**Office:**  
1125 Arawa Street  
Rotorua