

# Application for Document of Approval for Ballast Water Management

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Last updated: July 2019

This document is uncontrolled if printed, please refer to the Maritime New Zealand website for the latest version.

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## About this form

Use this form if you are a shipowner applying for a new or renewal of an existing:

- International Ballast Water Management Certificate, or
- Ballast Water Management Approval

**To complete this application, you need to provide all of the information we require. If you do not provide all of the required information we cannot process your application and we will return it and your other documents to you.**

To help you complete this form correctly *refer to 3.2 Checklist* in this form and the Ballast Water Management guideline ([maritimenz.govt.nz/ballast](http://maritimenz.govt.nz/ballast)) to make sure you have provided all of the information we need.

**Note:**

If you want to authorise a person or company to act as your agent for this application, you need to complete an *Authority to act as an agent form* as well.

# 1. Ship details

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## All applicants must complete this section

Name of ship	<input type="text"/>
MNZ number	<input type="text"/>
IMO number (if applicable)	<input type="text"/>
Gross tonnage	<input type="text"/>
Deadweight of ship (Tonnes)	<input type="text"/>
Distinctive letters or numbers	<input type="text"/>
Date of construction	<input type="text"/> DD / MM / YYYY
Port of registry	<input type="text"/>
Non-permanent ballast water capacity	<input type="text"/> Cubic metres
Name of ship owner	<input type="text"/>
Name of contact person	<input type="text"/> First name Last name
Role	<input type="text"/> Position held within the company that operates the vessel (if applicable)
Telephone	<input type="text"/> E.G. +64 1 234-5678
Mobile phone	<input type="text"/> E.G. +64 12 234-5678
Email address	<input type="text"/>
Date of application	<input type="text"/> DD / MM / YYYY
Preferred method of contact (tick only one)	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Post

## 1. Ship details (continued)

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### Type of ship

Please advise the category of ship the approval is for:

- Ship of 400 gross tonnes or more, in class (only if not applying through class)
- Ship of 400 gross tonnes or more, not in class
- Ship less than 400 gross tonnes

## 2. Discharge Standards

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### 2.1 Discharge standard election

Please advise the BWM discharge standard the ship is applying under

- Exchange Standard** – where a ship must exchange its ballast water to a minimum of 95% volumetric exchange.

Ships which hold an International Oil Pollution Prevention (IOPP) certificate are not required to meet the Performance Standard until the date of their first IOPP certificate renewal after entry into force of Part 300.

Date of expiry of your current IOPP certificate (if applicable)

- Performance Standard** – where ballast water must be treated prior to discharge by a type approved means. (please indicate below which option applies)

- International Maritime Organization or foreign administration type approved ballast water treatment equipment (BWTE)**

BWTE Manufacturer (if applicable)

BWTE Model (if applicable)

BWTE Capacity (if applicable)

Date BWTE installed (if applicable)

- Other methods approved in principle by the International Maritime Organization** (please attach evidence)

Description of means approved in principle

- Exemption from country ship is entering** (please attach evidence i.e. letter of confirmation of exemption from Administration)

Name of country for which exemption held

## 3. When and how to apply

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### All applicants must complete this section.

To complete this application, you need to provide all of the information we require. If you do not provide all of the required information we cannot process your application and we will return it and your other documents to you.

### 3.1 Fees and payment options

There is a fee for processing your application. The fee is charged at an hourly rate of \$245 (including GST) per hour.

Refer to the Maritime NZ website for more information about fees.

[maritimenz.govt.nz/fees](http://maritimenz.govt.nz/fees)

You will be invoiced once we have processed your application. A reference number and instructions explaining how to pay will be sent with the invoice.

Refer to the Maritime NZ website for information on how to pay.

[maritimenz.govt.nz/howtopay](http://maritimenz.govt.nz/howtopay)

Invoice	<input type="checkbox"/>	The invoice will be in your name <b>unless</b> you indicate below the name and address of a different entity or individual who has agreed to be invoiced (eg your employer).
Name on the invoice	<input type="text"/>	
Postal address	<input type="text"/>	
	<input type="text"/>	
City and country	<input type="text"/>	
Postcode	<input type="text"/>	

### 3. When and how to apply (continued)

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#### 3.2 Checklist

Use this checklist to make sure that you have everything you need for your application.

Check that your documents are complete and have been signed, and dated as required.

#### Items you must provide with this application form:

- a copy of your surveyor's report
- any associated photographs or diagrams of your ship
- a copy of your approved Ballast Water Management Plan if this was not issued by Maritime NZ.

#### Remember:

- If you want to authorise a person or company to act as your agent for this application, you need to complete an *Authority to act as an agent form*
- Send your application to us as early as you can
- Maritime NZ will invoice you for the hourly charges once your application has been assessed.

## 4. Declaration

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### All applicants must complete this section.

I declare that the details provided on this form are true and correct. I confirm that any other documents sent with this form are true and genuine, and were given and signed by the persons whose names appear on them.

#### Caution

Providing false information or failing to disclose information relevant to the granting or holding of a marine protection document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence in the case of an individual is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

Your name

Your signature Sign here

Date   
DD / MM / YYYY

#### Privacy information

Personal information collected in this form will be used for the purpose of assessing your application. MNZ will not disclose personal information other than when permitted or required by law to do so.

If you wish to access or correct personal information MNZ holds about you, please contact the MNZ Privacy Officer at PO Box 25620, Wellington 6146, or phone (04) 473 0111.

## 5. Where to send your application

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Send your completed form and the other documents required to MNZ by email, courier or post.

If your application is incomplete, we will return all your application documents to you.

Sending your application by email is preferred. Remember to sign the *Application for document of approval for Ballast Water Management* before scanning and attaching to the email along with your other documents or forms. Make sure the scanned copies of your documents are legible and of a good quality.

**Email your application to:**

operators@maritimenz.govt.nz

**Or**

**Courier your application to:**

Operator Certification  
Maritime New Zealand  
1 Grey Street  
Wellington 6011  
NEW ZEALAND

**Or**

**Post your application to:**

Operator Certification  
Maritime New Zealand  
PO Box 25620  
Wellington 6146  
NEW ZEALAND