

Application form for Pilotage: Tailored Amendments to a Structured Training Programme or Proficiency Plan

Last updated: August 2022

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

About this form

Use this form if you are applying for approval to tailor your

- Structured Training Programme for Pilots
- Structured Training Programme for Pilot Exemption Certificate (PEC) Holders
- Proficiency Plan for Pilots
- Proficiency Plan for PEC Holders

For a particular person or situation.

Items you must provide with this form:

- Details of the situation or person that the plan is to be amended for, that doesn't alter the original plan or programme.
- Evidence of consultation with the harbourmaster on the proposed change to the structured training programme or proficiency plan. (required under Rule 90.105(1)(c)).
- Evidence of consultation with the port operator, pilotage provider and other interested parties as applicable **on the proposed change** to the structured training programme. (required under Rule 90.105(1)(c)).

1. Contact Details

Please complete all of these fields.

Applicant

Completed by

[contact name and date completed]

Email Address

Phone Number

Pilotage Provider

Pilotage Area

per Appendix to Part 90

Regional Council

Port Operator

(If different from pilotage provider)

Applying for approval of (tick only one)

- Tailored Amendment to Structured Training Programme for Pilots
- Tailored Amendment to Proficiency Plan for Pilots
- Tailored Amendment to Structured Training Programme for PEC Holders
- Tailored Amendment to Proficiency Plan for PEC Holders

Approval number

Has the programme/plan been amended before? Yes No

Note on tailored amendments

Tailored amendments can only be made for a particular person or situation that is outside of what is set out in your programme or plan. The original programme or plan must not be affected by these changes. If you need to make significant changes to your programme or plan you must use the general amendments form.

If you are unsure if your change is for tailoring purposes or a full amendment to your programme or plan please see the guidance available [here](#).

Declaration

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.

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. Maritime NZ 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 Maritime NZ holds about you, please contact the Privacy Officer at PO Box 25620, Wellington 6140, or phone (04) 473 0111.

2. Contact us

If you need more information about the requirements for your application, visit the pilotage training section of our website.

maritimenz.govt.nz/pilotage

If you can't find the information you need, send us an email:

internationalshipping@maritimenz.govt.nz

Tell us what you need help with and remember to include your contact details (email address and phone numbers).

3. Details of Amendment

If approved, you will need to include your tailored amendment as an annex to your original programme or plan.

Please read the guidance when amending your programme or plan. maritimenz.govt.nz/pilotage

3.1 Reason for amendment

What are you amending your programme or plan for?

You can select more than one if necessary

- A particular situation (e.g. COVID-19 workarounds)
- A particular person and their situation

3.2 Details of amendment

Please provide more information on the amendment (including any end dates).

4. Standard fees and payment

Application fee

There is a fee for your application, charged at an hourly rate of \$245.

The fee is in New Zealand currency and includes goods and services tax (GST).

You can pay:

- online using a credit card or debit card, or
- by internet banking or bank deposit.

Refer to the Maritime NZ website for more information about fees and how to pay:

maritimenz.govt.nz/fees

maritimenz.govt.nz/howtopay

Invoice

You will be invoiced for the application fee once we have formally received and assessed your application. A reference number and instructions explaining how to pay will be sent with the invoice.

You need to specify the name and address of the operator, or if you want the invoice made out to a different entity or individual.

Name to use on invoice

Postal address

City

Postcode

5. Where to send your form

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

Once we have received all of the information we need from you, it may take us up to 20 working days to process your application, so send it in as soon as possible (and at least one month before you need your approval).

Sending your application by email is preferred. Remember to sign the declaration before scanning and attaching to the email along with your electronic photo and other documents or forms. Make sure the scanned copies of your documents are legible and of a good quality.

Email your application to:

internationalshipping@maritimenz.govt.nz

Or

Courier your application to:

Administrator, Technical Advice and Support
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

Or

Post your application to:

Administrator, Technical Advice and Support
Maritime New Zealand
PO Box 25620
Wellington 6140
NEW ZEALAND