

# Application form for Pilotage: Proficiency Plan approval

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Last updated: August 2022

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 applying for approval of your proficiency plan for pilots or Pilot Exemption Certificate (PEC) Holders.

### Note on applications

You may send in your structured training programme and proficiency plan at the same time but you must complete an application form for each as they will be assessed separately.

There is guidance available to assist you in writing your structured training programme. You can access the guidance [here](#).

## Items you must provide with this form:

- Microsoft Word (or equivalent) copy of the proficiency plan you are applying for approval of.
- Evidence of consultation with the harbourmaster in the preparation of the proficiency plan. (required under Rule 90.102(1)(c) )
- Evidence of consultation with the port operator, pilotage provider and other interested parties as applicable in the preparation of the proficiency plan. (required under Rule 90.102(1)(c) )

# 1. Contact Details

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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)

Proficiency Plan for Pilots       Proficiency plan for PEC Holders

## 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 for help

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

**[maritimenz.govt.nz/Pilotage](https://maritimenz.govt.nz/Pilotage)**

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

**[internationalshipping@maritimenz.govt.nz](mailto:internationalshipping@maritimenz.govt.nz)**

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

## 3. Rule Requirements

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The tables below must be completed. You must make clear reference to where in the proficiency plan the Rule is addressed.

Complete all relevant tables to your application.

### 3.1 Pilots

Mark this section N/A if you applying for approval of a proficiency plan for PEC Holders only.

#### a. Rule requirements in your proficiency plan for pilots

The rule requirements can be found under Rule 90.107 and 90.115.

The table below is for pilots only. Only complete this section if your proficiency plan is for pilots. Complete 3.2 instead if your training programme is for PEC holders.

#	Requirement under rule 90.107	Provide full details how each of these is satisfied: (Copy and paste the text if necessary)
a	Statement of purpose and objectives of the proficiency plan	
b.i	Minimum recent experience requirements to maintain the currency of the licence	
b.ii	Annual assessments	
b.iii	Peer reviews	
b.iv and b.v	Refresher training including programmes for CPE	
c	Processes and procedures to be followed to assess the proficiency and competence of the holder of a licence, and to confirm that the required standards have been met	
#	Requirement under rule 90.115	Provide full details how each of these is satisfied: (Copy and paste the text if necessary)
1a	Training to update pilots on developments in bridge and navigational technology, e.g. PPU's	
1b	Training in risk assessment and mitigation	
1c	training in any changes or developments to any laws or regulations in the maritime industry	
1d	refresher training in pilotage practices and procedures, and the exercise of emergency scenarios, including the use of ships simulators and manned models	
1e	communications (including any cultural considerations)	
1f	briefings on any changes to relevant port or harbour safety management systems and risk assessments	

## b. Conduct of assessment in your proficiency plan

The rule requirements for Pilots can be found under Rule 90.108.

#	Assessment inclusion	Provide full details how each of these is satisfied: (Copy and paste the text if necessary)
1a	Assessments specify the pilotage tasks to be successfully completed by the holder of the pilot licence	
1b	Assessments are carried out by a person who is suitably qualified and experienced to assess those tasks	
2	Records of assessment are kept with details of the outcome and what standard has been achieved	

## 3.2 PEC holders

The tables below must be completed for PEC holder proficiency plans. You must make clear reference to where in the proficiency plan the Rule is addressed.

Mark this section N/A if you applying for approval of a proficiency plan for Pilots only.

### a. Rule requirements in your proficiency plan

The rule requirements can be found under Rule 90.110.

#	Requirement of the rule	Provide full details how each of these is satisfied: (Copy and paste the text if necessary)
a	Statement of purpose and objectives of the proficiency plan	
b.i	Minimum recent experience requirements to maintain the currency of the PEC	
b.ii	Annual assessments	
b.iii	Peer reviews	
b.iv	Refresher training	

### b. Conduct of assessment in your proficiency plan

The rule requirements for PEC holders can be found under Rule 90.111.

#	Assessment inclusion	Provide full details how each of these is satisfied: (Copy and paste the text if necessary)
1a	Assessments specify the navigation tasks to be successfully completed by the PEC holder	
1b	Assessments are carried out by a person who is suitably qualified and experienced to assess those tasks	
2	Records of assessment are kept with details of the outcome and what standard has been achieved	

# 3. 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](http://maritimenz.govt.nz/fees)**

**[maritimenz.govt.nz/howtopay](http://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	<input type="text"/>
Postal address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>

## 4. Where to send your form

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

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



## 5. When and how to apply

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Apply when you have completed all of the application requirements. 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).

Make sure you include all of the documents we have asked for. Refer to *Section 6: Checklist* to make sure you have everything you need for your application.

### Note

If your application is incomplete, it will not be processed and we will contact you to request the missing information.

### Application process

This is the application process for the approval of your proficiency plan. Complete each step before you move on to the next one.

#### 1 Do you have the documents we need?

Include all of the documents we have asked for. Use the checklist (see *section 6 Checklist*) to help you.

Move to step 2 once you have copies of all of the documents we have asked.

#### 2 Complete the application form

You need to complete this form as part of your application. Use the checklist to help make sure that you have provided all of the information we need.

Move to step 3 once you have completed this form.

#### 3 Send us your application by courier or email

There are two options for you to send your application:

1. Use a courier to send us your completed application forms, supporting documents, and cheque for the application fee (if using that payment option).
2. Send your application by email, attaching the scanned documents. (The application form has information about the requirements for electronic copies.)

Move to step 4 when you've ticked everything on the checklist and either couriered or emailed your completed application to Maritime NZ (using the address provided at *section 4 Where to send your application*).

#### **4 Send confirmation and/or request**

We will send you an email or letter to:

- confirm that we have received your application
- list any documents we need from you before we can assess your application.

#### **5 Assessment**

After you have sent us all the documents we need, we will assess your application and make a decision.

This will usually take 20 working days (about a month).

#### **6 Issue approval**

We will send you:

- your approval letter, if your application has been successful, including the length of time that your approval is valid for, *or*
- an email or letter explaining why your application was unsuccessful.

#### **7 Payment of fee**

After you have been sent your approval you will receive an invoice for the hours it took to assess your application. You will need to pay the invoice by the date specified on the invoice. See [maritimenz.govt.nz/how-to-pay](http://maritimenz.govt.nz/how-to-pay).

## 6. Checklist before applying

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### On your application form:

Rule Requirements in the plan

I confirm that all of the Rule requirements section above has been completed and included in this form.

Conduct of assessment in the plan

I confirm that all of the conduct of assessment section above has been completed and included in this form.

Declaration

The declaration is signed.

### Included with your application:

Microsoft Word (or equivalent) copy of the proficiency plan you are applying for approval of.

Evidence of consultation with the harbourmaster in the preparation of the proficiency plan. (required under Rule 90.102(1)(c) )

Evidence of consultation with the port operator, pilotage provider and other interested parties as applicable in the preparation of the proficiency plan. (required under Rule 90.102(1)(c) )