

Application form for Pilotage: Major 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 of amendments to your

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

Items you must provide with this form:

- Microsoft Word Copy of the amended structured training programme/proficiency plan you are applying for approval of.
- 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)

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

Previous approval number

Has the programme/plan been amended before? Yes No

Note on amendments

Amendments are only required for major changes. For example, changes to format, contact details or administrative arrangements would be considered to be of a minor nature and not require approval.

Changes to the grades of licences, or material changes to the number and nature of tasks to be completed as part of a structured training programme would require approval.

If you are unsure if your change is minor or major 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. Rule Requirements

The tables below must be completed. You must make clear reference to where the training programme or proficiency plan is being amended.

3.1 Details of why the programme or plan needs to be amended

The rule requirements for this amendment detail can be found under Rule 90.105(2)(a).

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

Why does the current programme or plan need to be amended?	
<i>Enter clear reasoning. If there are multiple reasons please list them clearly</i>	
<i>Secondary reasoning if required</i>	

3.2 Details of the effect of the amendment on the programme/plan

The rule requirements for this amendment detail can be found under Rule 90.105(2)(b).

Clearly enter the page number and section in your plan that will be altered as a result of the amendment. Copy and paste the text if necessary.

#	Details of Amendment	Section in programme/plan	Why is the proposed change necessary?
1			
2			
3			
4			
5			

3.3 Risk assessment

You will need to consider the impact of the amendments to your programme or plan. Complete the self-assessment below to demonstrate how you will mitigate any risks.

Risk Self - Assessment	
What potential risks have you identified from amending the programme/plan?	
How will you mitigate these risks?	
What potential risks have you identified from NOT being able to amend the programme/plan?	
How will you mitigate these risks?	

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.

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

6. When and how to apply

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 the list on the front page of this application to make sure you have everything you need to apply, in addition to completing each section.

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 amendment. 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 at the top of the application form 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 either couriered or emailed your completed application to Maritime NZ (using the address provided at *section 5 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, *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.