

Application to hold a special on-water event in Otago

Name of Club or Organisation:	
Address of Club or Organisation:	
Name of Secretary of Responsible Officer:	
Telephone No. (business):	
Email contact:	
Event Title:	
Description of event:	
Date of event:	
Postponement date:	
Event START time:	
Event START time on-water:	
Event FINISH time on-water:	
Does this event require a speed uplift?	YES: _____ NO: _____
Name of Controller of on-water activities:	
Telephone No:	
Email:	
Details of safety arrangements planned by Club/Organisation: Please attach your Safety Plan and Risk Register.	
Radio communications to be used (VHF, UHF, Mobile phone):	
Channel/Frequency (default = 8):	
Base call sign:	
Base telephone no.	
On-water call sign(s):	
Attach any other relevant information with your application:	

When applying for permission to hold special events (e.g. yachting regattas, power boat races, flare demonstrations, etc) on the harbour, the above information should be forwarded to the **Harbour Master, harbour.master@orc.govt.nz** not less than 18 days prior to the event. The organisers may be required to have an appropriate announcement advertised in the public notices section of the Otago Daily Times, giving full details of the event, not more than 14 days and not less than 7 days prior to the event, and at the organiser's expense.

It is mandatory to: (in Otago Harbour only)

Contact Harbour Control on the day of the event to confirm intent to continue with event as planned or to delay or cancel. Note: in the case of a planned delayed finish time, Harbour Control may impose additional controls to mitigate potential interference with commercial vessels.

Control vessel or Race Headquarters are to maintain a radio watch on VHF Channel 14 for the duration of the on-water activities. Any changes from event plan are to be advised to Harbour Control.

Any incidents or accidents must be reported to the Harbourmaster (<https://go.hazman.org/incident/kssFWb8RO90pwZkFhnrRsuULW4uF1D3KNijMMtrQ>) and MNZ (<https://services.maritimenz.govt.nz/incident/>) of the incident on the appropriate forms.

On the granting of approval to hold a special event, the information contained on this application will be notified to:

1. Otago Harbour Control
2. Chief Pilot, Port Otago Ltd
3. Others who the Harbour Master consider may be affected (as noted in Additional Conditions below)

The organiser is also to independently ensure any further organisations that may be affected are informed of this event.

Additional conditions required (to be completed by Harbour Master):

Signed by: _____ (Harbour Master) Date: _____