

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:	
Phone nr. (business):	
Email contact:	

Event Title:	
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Description of event:	
Date of event:	
Postponement date:	
Event START time:	
Planned event START time (on- water):	
Planned event FINISH time (on-water):	
Does this event require a speed restriction or speed uplift? Select one.	Yes, restriction: _____ No: _____ Yes, uplift: _____
Does this event require a temporary area closure or reservation? Select one.	Yes, closure: _____ No: _____ Yes, reservation: _____

Name of Controller of on-water activities:	
Phone nr.:	
Email:	

Details of safety arrangements planned by Club/Organisation: <i>Please attach your Safety Plan and Risk Register.</i>

Radio communications to be used (VHF, UHF, Mobile phone):	
Channel/Frequency (default = 8):	
Base call sign:	

Base phone nr.:	
On-water call sign(s):	

Attach any other relevant information with your application: i.e, Details of any speed restriction/uplift, temporary area closure/reservation, and how it will be notified.

When applying for permission to hold special events (e.g. yachting regattas, power boat races, fare demonstrations, etc) on the harbour, the above information must be forwarded to the **Harbourmaster**, **harbour.master@orc.govt.nz**, not less than 18 days prior to the event. The organiser may be required to have an appropriate announcement inserted 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 organisers' expense.

<p>It is mandatory (in Otago Harbour only):</p> <ul style="list-style-type: none"> to Contact Harbour Control (+64 21 2298 882 or on VHF CH14) on the day of the event to confirm intent to continue with event as planned or to delay or cancel. <i>Note:</i> in the case of a planned delayed finish time, Harbour Control may impose additional controls to mitigate potential interference with commercial vessels. for the Control vessel or Race Headquarters 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. to report any incidents or accidents to the Harbourmaster (https://go.hazman.org/incident/kssFWb8RO90pwZkFhnrRsuULW4uF1D3KNijMMtrQ), and MNZ (https://services.maritimenz.govt.nz/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:

- Otago Harbour Control
- Chief Pilot, Port Otago Ltd
- Others who the Harbourmaster considers 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 Harbourmaster):

Signed by: _____ (**Harbourmaster**) Date: _____