Maritime Facilities Application Form

Application under Part 3, Uses of the Thames Coromandel District Council Maritime Facilities Bylaw 2022.

Using our Wharves, Jetties, Boat Ramps & Associated Reserves

Some activities, including **all commercial activities** on council managed Wharves, Jetties, Boat Ramps ("Maritime Facilities") and associated reserves will require approval from our Council before they can be undertaken.

If one or more of the following uses relates to an activity you want to do, **please complete this application form**.

1. **Structures:** Approval to build, construct, erect or affix a structure permanently or temporarily. ***Note:*** *A building and/or resource consent may also be required.*

2. **Storage of ships, goods, or equipment:** Approval to store (in or around), a trailer, ship, equipment, or any other thing.

3. **Refueling:** Approval to refuel. ***Note:*** *a resource consent may also be required from Waikato Regional Council.*

4. **Berthing:** Approval to tie up or moor at a Council wharf. ***Note:*** *Some exceptions apply (eg, emergency-related activities). Pontoon and boat ramp berthing is not permitted. At Sugarloaf Wharf, a resource consent is usually required.*

5. **Vehicles:** Approval to drive, park or store any vehicle.

6. **Maintenance works:** Approval to work on a ship berthed. ***Note:*** *Conditions and some exceptions apply (eg, emergency maintenance work as defined under the Maritime Transport Act 1994).*

7. **Commercial activities:** Approval to use a ship for any commercial activity (including tour boats, fishing charters and commercial fishing vessels).

Important:

Please ensure you have read Part 1, clause 6 of the Bylaw which provides context to the related activity (eg definition of vehicles, commercial activity etc.).

Loading and unloading of goods as part of a commercial activity is permitted at Sugarloaf Wharf (Te Kouma), Hannaford's Jetty, Coromandel Wharf, Port Charles Wharf, Whangamatā Wharf, Ferry Landing Wharf, Whangamatā Wharf, Tairua Wharf.

You will need to apply separately where one of the below applies:

Hannaford's Wharf: Separate licensing applies.

Events and competitions: Please refer to the Events on the Coromandel process which can be found at **tcdc.govt.nz/events**.

Note: Approval will be assessed in conjunction with the Maritime Facilities Bylaw.

If you need assistance, please email **harbours@tcdc.govt.nz**.

Process

- The approval process can be found in Part 5 of the bylaw at **tcdc.govt.nz/maritimefacilitiesbylaw**.

- Please answer all questions on this form. We will not be able to complete the application process if you have left questions unanswered or not provided supporting documentation.

- Please attach all supporting documentation (refer to Additional Information to Attach).

- The application will also be evaluated in terms of any health and safety requirements and measures employed so please ensure to attach any supporting information.

- A building and/or resource consent may also be required in relation to the activity you are seeking approval for.

- Schedule of Fees and Charges: Harbours: Please refer to **tcdc.govt.nz/fees**.

Additional Information to Attach

Attach a description on a separate sheet of paper, in enough detail to enable us to assess the size and scale of your request.

This may include detail such as:

- Site plan and proposed drawing, if applicable.

- Details of ship, structure, goods, equipment or other.

- Number of people involved, if applicable.

- Any other information to support the application (for example, any health & safety measures).

Payment

In person – On Invoice or you can pay by eftpos or credit card at any of our service centers located at Thames, Whangamata, Whitianga or Coromandel. Or you can pay online, please visit: **tcdc.govt.nz/paymentoptions** for details.

Note: Acceptance of payment does not guarantee approval.

Applicant Details

Applicant Name	
Contact Number	Mobile Number
Email Address	
Address for Service	

Description of Use

Nature of activity (commercial or recreational)

What location/s are you seeking an approval for?

Which clause(s) of Part 3 of the bylaw are you seeking approval for? *(Please refer above for a brief description of each use).*

What are your reasons for seeking an approval?

When do you wish this to proceed and what is the intended duration period?
Please advise if this will be recurring, temporary or permanent in nature.

Utilities: Please state if you require access to power, water etc.

IMPORTANT NOTE:

☐ **Privacy Notification**

The information you provide will be used for the purpose of assessing the application for approval.

You understand that the Council must act in accordance with the requirements of the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020 and that the information may be made publicly available.

Personal information will be held and used in accordance with the Council's privacy statement **tcdc.govt.nz/privacystatement** and the Privacy Act 2020. Under this Act you may request access to, and request correction of any personal information held by the Council.

Please let us know if your application contains commercially sensitive information or other information you consider should not be publicly disclosed.

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)

How to submit your application

Post - Thames-Coromandel District Council, Private Bag 1001, Thames 3540 New Zealand.

Email - **harbours@tcdc.govt.nz**. Please place Maritime Facilities Application Request in the subject line.

Drop off your application at any of our service centres.

On-line - Please follow the below instructions.

1. Download and open this form in your PDF reader *(eg Adobe Acrobat)*. **2.** Fill it in and save. **3.** Press 'Submit Form'.
Your email application *(eg Gmail)* will open with the form attached and the email pre-addressed to TCDC. If not, attach the form to an email to **harbours@tcdc.govt.nz**. **4. You will receive a reply saying the form has been submitted.**

Office use only	APPLICATION FEE (*Including GST*) $	RECEIPT NUMBER	RECEIPT AMOUNT $	☐ PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				