

PILOT LICENCE (PL) – Application Form

APPLICATION FOR A MARITIME LICENCE

CASR001

Maritime New Zealand, Certification and Ship Registration, PO Box 27006, Wellington, 6141. Phone 04 473 0111

SECTION 1 TO BE COMPLETED BY ALL CANDIDATES

SURNAME: _____ FIRST NAME(S): _____

NATIONALITY: _____ DATE OF BIRTH: _____ PLACE OF BIRTH: _____

ADDRESS: _____ HOME PHONE: _____

(POSTAL) _____ FAX NUMBER: _____

Code: _____ MOBILE PHONE: _____

EMAIL ADDRESS: _____

SECTION 2 PLEASE TICK WHAT YOU ARE APPLYING FOR

New licence	<input type="checkbox"/>	Higher grade licence	<input type="checkbox"/>	Renewal of licence	<input type="checkbox"/>
Grade of licence:		Level of higher grade:		Replacement of licence	<input type="checkbox"/>
_____		_____			

SECTION 3 PLEASE TICK WHICH PILOTAGE AREA(S) YOU ARE SEEKING A LICENCE FOR

Auckland	<input type="checkbox"/>	Napier	<input type="checkbox"/>	Taranaki	<input type="checkbox"/>
Bay of Islands	<input type="checkbox"/>	Nelson	<input type="checkbox"/>	Tauranga	<input type="checkbox"/>
Bluff	<input type="checkbox"/>	Otago	<input type="checkbox"/>	Timaru	<input type="checkbox"/>
Fiordland (specify area below after referring to website for details**)	<input type="checkbox"/>	Pelorus Sound, Admiralty Bay & French Pass	<input type="checkbox"/>	Tory Channel	<input type="checkbox"/>
Gisborne	<input type="checkbox"/>	Queen Charlotte Sound	<input type="checkbox"/>	Wellington	<input type="checkbox"/>
Lyttelton	<input type="checkbox"/>	Stewart Island	<input type="checkbox"/>	Westport	<input type="checkbox"/>
Manukau	<input type="checkbox"/>	Taharoa Terminal	<input type="checkbox"/>	Whangarei	<input type="checkbox"/>

Other ** - please specify:

**For details of pilotage areas – please refer to Maritime Rule Part 90: Pilotage - Appendix 1: Pilotage areas and limits:
www.maritimenz.govt.nz/Rules/List-of-all-rules/

For the requirements of applying for a Pilot Licence please refer to Maritime New Zealand Rule Part 90.41

A separate licence will be issued for each pilotage area

SECTION 4 ALL APPLICANTS MUST READ AND SIGN THIS SECTION

PERSONAL INFORMATION

I HEREBY DECLARE that the particulars entered in this application form are true and correct and that the documents sent with this form are true and genuine documents given and signed by the persons whose names appear on them;
I HEREBY AUTHORISE Maritime New Zealand to:

1. Use any of the foregoing personal information provided for the purpose relating to maritime safety, or to further the lawful activities of Maritime New Zealand; and
2. Disclose the information to any division of Maritime New Zealand or its agents, or its contractors, or to any other person where such disclosure is necessary to further the purposes, activities or objectives specified in 1. above

Signature

Date

NOTE:

Maritime New Zealand will keep the information secure and only disclose it in the manner stated above
Maritime New Zealand will only accept **CERTIFIED COPIES*** of all supporting documentation
Maritime New Zealand recognises that you are entitled to see and correct the information referred to above

* Maritime New Zealand will accept the following certifying officials:


- Justice of the Peace (JP)
- Barrister or solicitor of the High Court of New Zealand
- Registrar or Deputy Registrar of the Court
- Notary Public

SECTION 5 SIGNATURES AND PHOTOS

You must sign **inside** the two boxes below and attach 2 passport size and style photos of head and shoulders (30.5mm wide x 40.5mm length) inside a sealed envelope to the top of this page. Photos must be less than 12 months old.

NOTE:

Original signatures and photos are required. We do not accept scanned copies.
If you are applying for more than one licence you must supply an additional photo for each additional licence.

The image shows two large, side-by-side rectangular boxes. Each box has a thick black border and a white rectangular area in the center, intended for a signature and a passport-style photo respectively. The boxes are contained within a larger rectangular frame.

NOTE: Applicants applying for a replacement certificate must complete Section 6 – everyone else proceed to Section 7 to ensure your application is complete and all relevant documentation is enclosed

SECTION 6 TO BE COMPLETED ONLY FOR THE ISSUE OF A REPLACEMENT MARITIME DOCUMENT

GRADE(s)/AREA(s)

CERTIFICATE NUMBER(s)

DATE(s) OF ISSUE

DECLARATION:

I, _____ (FULL NAME)

of _____ (ADDRESS)

do solemnly and sincerely declare that:
my certificate(s)/licence(s), particulars of which are given above, was/were lost/destroyed (circle correct option)

at _____ (PLACE)

on _____ (DATE)

under the following circumstances: (give full details – continue on separate sheet of paper if necessary)

The statements made herein, and in sections 1, 2 and 3 of this form, are correct and true to the best of my knowledge and belief. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

(CAUTION – EVERY PERSON WHO MAKES A FALSE REPRESENTATION FOR THE PURPOSE OF OBTAINING A MARITIME DOCUMENT IS LIABLE TO IMPRISONMENT FOR A PERIOD NOT EXCEEDING 12 MONTHS OR TO A FINE NOT EXCEEDING \$5000)

Signature: _____

Declared at: _____ on _____

Before me: _____

(a person authorised to take a statutory declaration within the meaning of the Oaths and Declarations Act 1957, e.g. Justice of the Peace, Barrister or Solicitor of the High Court of New Zealand – the person must sign and state his/her full name and qualification for taking the declaration)

Please proceed to Section 7 to ensure your application is complete and all relevant documentation is enclosed

SECTION 7 THE FOLLOWING ITEMS WILL MAKE UP YOUR COMPLETED APPLICATION
Unless otherwise stated all documents must be originals

All applicants must submit:

- Maritime New Zealand Application form
- Fit and Proper Person form including Consent to Disclosure form. The Consent to Disclosure form will be sent to New Zealand Police Vetting Service for processing. Applicants should note NZ Police can take up to 20 working days to process the request.
- Current Certificate of Medical Fitness (Category A or B only) from an MNZ approved medical practitioner
- 2 passport size and style photos of head and shoulders (30.5mm wide x 40.5mm length) inside a sealed envelope and attached to the top of this page. Photos must be less than 12 months old.
- Application fee Seafarer Licensing Fees Schedule
<http://www.maritimenz.govt.nz/Commercial/Seafarer-licensing/Examination-permits-and-permit-fees.asp>
- Certified copy of NZ Master of a Foreign Going Ship (Master Mariner) certificate of competency or an equivalent certificate recognised or accepted by the Director under the Maritime Transport Act 1994 or evidence of equivalent experience, qualifications and competencies that are acceptable to the Director (refer rule 90.41(1)(b))

Now check off the specific documentation you will need to supply for your personal application, as below:

New Pilot Licence (first issue for a pilotage area)

- Certified copy of birth certificate or passport
- Letter from harbourmaster(s) confirming that the applicant has successfully completed an approved structured training programme and has met the required standards (refer rule 90.41(1)(d))

Higher Grade Licence

- Letter from harbourmaster(s) confirming that the currency requirements of rule 90.45 have been met and that the applicant has successfully completed an approved structured training programme and has met the required standards (refer rule 90.47(2)(c))
- Original pilot licence

Renewal of existing Pilot Licence

- Letter from harbourmaster(s) confirming that the currency requirements of rule 90.45 have been met in relation to the existing pilot licence (refer rule 90.49(d))
- Original pilot licence

All forms and a list of approved medical practitioners can be found on our website www.maritimenz.govt.nz