# Application to hold a special on-water event in Otago Harbour

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| **Name of Club or Organisation:** |  |
| **Address of Club / Organisation:**  |  |
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| **Name of Secretary of Responsible Officer:** |  |
| **Telephone No. (business)** |  |
| **Email contact:**  |  |
|  |  |
| **Event Title:** |  |
|  |  |
| **Description of event:** |
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| **Date of event:** |  |
| **Postponement date:** |  |
| **Event START time:** |  |
| **Planned event FINISH time (off-water):** |  |
| **On-water activities START time:** |  |
| **Planned on-water activities FINISH time:** |  |
|  |  |
| **Name of Controller of on-water activities:** |  |
| **Telephone No:** |  |
| **Email**:  |  |
|  |  |
| **Details of safety arrangements planned by Club/Organisation:** |
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|  |  |
| **Radio communications to be used:** |
| **Channel/Frequency (default = 8):** |  |
| **Base call sign:** |  |
| **Base telephone no.** |  |
| **On-water call sign(s):** |  |

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| **Any other relevant information:** |
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*When applying for permission to hold special events (e.g. yachting regattas, power boat races, fare demonstrations, etc) on the harbour, the above information should be forward to the* ***Harbourmaster, harbour.master@orc.govt.nz*** *not less than 18 days prior to the event. The organisers may be required to have an appropriate announcement in 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 organiser’s expense.*

***It is mandatory to:***

*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 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.*

*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 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.*

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| **Additional conditions required** *(to be completed by harbourmaster)***:** |
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*Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***(Harbourmaster) Date:*** *\_\_\_\_\_\_\_\_\_\_*