Application for Inner Harbour Berth Licence to Occupy (LTO)

Applicant and Vessel Details

Applicant Full Name *(must be vessel owner):* _____

ID Type: _____ DOB: _____

Individual/ Company/ Sole Trader/ Partnership/ Trust/ Other: _____ *(please circle)*

Trading Name *(if different):* _____ NZBN number: _____

Email: _____ Phone: _____

Mailing address: _____

Registered address: _____

Vessel Details:

Vessel Name: _____ Registration No: _____

Vessel Length: _____ metres Beam: _____ metres Draft: _____ metres

Type of Vessel: _____ Weight: _____ Material: _____

Colour/ Identifying Features: _____

Insurance Expiry: _____ EWoF Expiry: _____

Test & Tag Expiry: _____ Last Antifoul: _____

If Commercial, please provide Skipper's details. If Recreational, please provide alternative/emergency contact information:

Full Name: _____ Contact Number: _____

Contact Email: _____ Relationship to Owner: _____

MNZ Cert Number: _____ Type: _____ *(usually MTOC or CoC)*

MTOC/CoC Expiry Date: _____ Home Port: _____

Account Details:

Type of Berthage: Recreational ☐ Commercial ☐ Type of Commercial: _____

Permanent ☐ / Casual On-going ☐ / Casual One-off ☐: Length of Stay _____ - _____ *(date from-to)*

Billing Type: Annual/ Quarterly/ Monthly/ As Invoiced

Preferred Payment Method: Direct Debit/ Automatic Payment/ EFT/ Cash

(Annual payment will receive a rebate if paid within the specified time, 'As Invoiced' is only available for Casual One-off stays)

Execution

- I/We declare the above information is correct.
- I/We have read and understood the LTO Terms and Conditions included in this application.
- I/We have read and understood the Inner Harbour Rules and Regulations available at ***https://www.napier.govt.nz/services/napier-harbour/about-the-inner-harbour/***
- I/We agree to comply with those LTO Terms and Conditions and Rules and Regulations.
- I/We understand that failure to comply with the LTO Terms and Conditions and Inner Harbour Rules and Regulations may result in termination of my LTO.

Applicant Signature:	**Witness Signature:**
Application Name:	Witness Name:
Address:	Address:
Occupation:	Occupation:
Date:	Date:

Application Requirements Checklist: (please ensure all documents are provided to ensure prompt LTO setup and approval. See Identification Requirements document for more information on acceptable types):			
Photo ID		*Proof of Address*	
Vessel Photo		*Vessel Insurance (with expiry date)*	
EWoF proof (with expiry date)		*Test & Tag proof (with expiry date):*	
Antifoul proof		*MTOC/CoC (if commercial)*	
Signed Direct Debit form (if applicable)		*Other documents (if applicable)*	
Notes:			

Marine Biosecurity Hawke's Bay Inner Harbour

Vessel Name: _____

Home port: _____

Date of last anti-foul: _____Date of last water blast: _____

Please attach proof of anti-fouling and/or water blasting in the form of Certificate of Survey, invoices, or receipts.

Estimated departure date from Hawke's Bay: _____

Were niche areas anti-fouled? Please tick if yes and n/a if the vessel does not have such a niche area. If the niche area has had another form of treatment, please specify:

☐ Water intakes	☐ Trim tabs
☐ Rudder and casings	☐ Propeller
☐ Intakes and outlets	☐ Bottom of keel/hull
☐ Outdrives	☐ Bow thrusters
☐ Other (please state)	

List the places you have visited in this vessel since last antifoul/waterblast, and the approximate duration of stay at each location:

_____

_____

Rule:

As per the Hawke's Bay Regional Council Regional Pest Management Plan the operator of a vessel entering the waters of Hawke's Bay Regional Council must ensure the hull (includes hull area, niche area and wind and water line) or any structure or navigation aid of any origin, is sufficiently cleaned and antifouled so that there is no more than a slime layer and/or goose barnacles. A breach of this rule creates an offence under Section 154N {19) of the Biosecurity Act 1993.

For further information please see Marine Pests | Hawke's Bay Regional Council

Consent to disclosure of information:

The information provided by the vessel owner or operator to Napier City Council and Hawke's Bay Regional Council (whether in this form or otherwise) may be shared with other authorities for the purposes of marine biosecurity.

Signature: _____ **Name:** _____

Licence to Occupy Inner Harbour Berth Terms and Conditions

All Licence to Occupy Terms and Conditions are to be followed in conjunction with Inner Harbour Rules and Regulations, these are subject to change at any time at the discretion of Council, current Inner Harbour Rules and Regulations can be found here About the Inner Harbour | Napier City Council

1. Purpose of this Licence to Occupy

This LTO allows you to use a berth in the Napier Inner Harbour for your vessel. It is a licence only (not a lease) and does not give exclusive use. Council may relocate your vessel if required.

2. Term and Renewal

This LTO runs for the agreed term only. It does not automatically renew. You must apply before 31 May each year to continue. Council may approve or decline renewal at its discretion.

3. Berth Allocation

Berths are allocated by Council and are not transferable. Some areas operate on a first come, first served basis. Vessels may need to berth alongside others where space is limited.

4. Fees and Payment

Fees are set annually but may get updated outside of this from time to time. Fees must be paid in advance. Payment may be made in full or by instalments via direct debit. Late payments may incur penalties, interest, and recovery costs. Fees and costs are published here Fees & Charges | Napier City Council.

5. Bond

A bond is payable. Council may use this to cover unpaid fees, damage, and/or removal of a vessel. Any remaining balance will be refunded at the end of the LTO.

6. Permitted Use

The berth may only be used for its approved purpose (recreational or commercial). Living aboard is not permitted. No other use is allowed without consent.

7. Vessel Condition and Safety

Your vessel must be seaworthy, well maintained, and securely moored at all times. It must not create a hazard or interfere with other users. Unsafe vessels may be required to be removed at your cost.

Electrical equipment must be compliant and tagged. Refit or repair work such as welding or painting is not permitted at the berth.

8. Compliance with Rules and Regulations

You must follow all Harbourmaster directions, Council rules, and relevant laws. Failure to comply is a breach of this LTO.

9. Environmental Requirements

You must keep the berth and surrounding areas clean. Discharging oil, fuel, waste, or contaminants into the harbour is prohibited, general household type rubbish is only to be disposed of in supplied locked bins.

Any spill must be reported immediately to Hawke's Bay Regional Council pollution hotline on 0800 108 838 and cleaned up at your cost.

10. Security and Access

Security gates must be kept closed. Any issued access keys or gate passes are not transferable and are issued to the owner or authorised person only and must be returned upon request. You are responsible for securing your vessel and preventing unauthorised access. CCTV is in operation; by agreeing to this LTO you permit the Council, Government agency (i.e. Police), and/or Harbourmaster to view and use the footage to manage the inner harbour at its discretion.

11. Wharf and Loading Use

Loading zones are restricted to goods vehicles and time limits apply. The wharf must only be used for loading and unloading and vacated promptly after use.

12. Insurance

You must maintain vessel insurance and public liability insurance ($5 million minimum) and provide evidence when requested. Council is not responsible for loss or damage.

13. Council Rights

Council may enter the berth area for maintenance, inspections, or works and may require temporary relocation of vessels. This includes going onto a vessel. Where practicable, you will be notified prior.

14. Changes and Notifications

You must notify Council of any changes to your vessel, ownership, or contact details. A change in ownership requires a new application.

15. Behaviour

Antisocial, unsafe, or illegal behaviour is not permitted and may result in termination of the licence.

16. Termination

Council may terminate this LTO for non-payment, breach of conditions, unsafe vessels, or failure to follow rules.

17. End of LTO Obligations

You must remove your vessel and leave the berth clean and tidy. Council may remove the vessel at your cost if you fail to do so. All vessels must vacate by the end of the calendar month in which either party gives notice to end the LTO, and applicable charges will apply.

18. Liability

You are responsible for your vessel and actions and must cover any loss, damage, or claims arising from your use of the berth.

Office Use Only			
Account Number:		*ID Copy:*	
Proof of Address Copy:		*Email Verified:*	
Vessel Photo:		*Insurance Copy:*	
EWoF Copy:		*Test & Tag Photos:*	
MTOC/CoC Copy:		*Antifoul Copy:*	
Invoicing: Annual / Monthly / As Required		*Direct Debit Received (if applicable)*	
Wharf Quay Pier Location:		*Berth Number:*	
Gate Key/Card Number:		*Bin Key Number:*	
Notes:			

Identification Requirements

1. Photo Identification

You must provide one form of current photo identification. The identification must be valid (not expired) and clearly show your full name and photograph.

Accepted photo identification includes:

- Passport (New Zealand or overseas)
- New Zealand driver licence
- 18+ card or Kiwi Access Card

Requirements:

- The photo must be clear and recognisable
- The name on the ID must match the name on your application or request
- Copies must be clear and legible
- Must not have expired

2. Proof of Address

You must provide one document that confirms your current residential address.
The document must be dated within the last 3 months.

Accepted proof of address documents include:

- Utility bill (power, gas, water, internet, or landline)
- Bank statement
- Rates notice
- Tenancy agreement or rental statement
- Official correspondence from a government agency (e.g. IRD, MSD)

Requirements:

- The document must show your full name and residential address
- PO Box addresses are not accepted
- Screenshots or online statements are acceptable if clearly dated and readable

3. Name or Address Differences

If the name or address on your documents differs from your application details, additional supporting documentation may be required (e.g. name change certificate or further proof linking you to the address).

4. Submission of Documents

- Documents may be submitted in person at our customer services centre, 215 Hastings Street, Napier or emailed to property@napier.govt.nz
- Copies must be clear and complete
- Original documents may be requested for verification

5. Privacy and Use of Information

All identification documents are collected and handled in accordance with the Privacy Act 2020. Information is used solely for verification purposes and stored securely.