

REGISTRATION

Westhaven Marina wishes to ensure that all organisations and individuals working in and around Westhaven ("Contractors", "you") understand their legal obligations and responsibilities in regard to workplace health and safety and environmental legislation.

Westhaven Marina requires all Contractors to register with the Marina office before they undertake work in and around the Marina. You are only entitled to access the Marina for work purposes once you have registered, and your application has been approved by the Marina office.

HOW TO REGISTER

1. Complete this application form.
2. Provide evidence of insurance cover, by way of a detailed certificate of currency. Westhaven Marina currently requires that any Contractor hold current public liability and ship repairers insurance policies, with a minimum of \$5 million cover per claim under each policy.

In many cases, you may choose to hold more insurance cover based upon the value of the vessels you are undertaking work on.

You must provide the Marina office with an updated certificate of currency each time you renew your Public Liability and Ship Repairers insurance policies.

WHAT WORK CAN BE COMPLETED AT WESTHAVEN?

Many minor maintenance projects can be completed within the Marina. We have a maintenance policy (available through the Marina Office, and on our website) to assist you in understanding what maintenance activities can be conducted in the Marina.

Major maintenance works are not permitted within the Marina and should be completed in a purpose built yard where environmental impacts are minimised. This also limits the potential for maintenance works becoming a nuisance to others within the Marina.

WHAT WE PROVIDE

Once you are registered with the Marina office, we will provide information about your business to all Marina customers. Specifically, you are able to place your business cards within a Contractor directory at the Marina Office. In addition, we add your company to our registered Contractors listing on our website and in a printed list at the Marina Office.

Letter drops are not permitted in Westhaven. You must not place any promotional material on vessels or berths in Westhaven.

MARINA PROXIMITY CARDS

Should your application be accepted and approved you will be issued with proximity cards that will provide your staff access to all piers at Westhaven Marina. Each card will cost \$30 (incl GST), which you are required to pay to the Marina office. Each card will be issued for use by a named employee. If there is a change in the employee using the card, you must promptly notify the Marina office.

The proximity cards will be updated each year upon receipt of your updated certificate of currency for your insurance cover.

CAR PARK PASSES

We will provide you with annual car park passes which will be valid until June 30th each year. Up to four passes can be requested. The permits allow use of the yellow Permit Parking areas between A & Y piers at Westhaven Marina anytime you are in the Marina for business.

If space is limited, then the white marked parking areas including the P120 car parks can be used. Please be aware that the permits do not entitle you to use any parking at Westhaven if you are not there to complete work in your capacity as a Marina registered Contractor. Neither the Marina nor any of its staff will be liable for any damage, theft or loss to any property that you have within the Marina grounds (including any vehicles that you or your staff park in the Marina car park).

APPLICATION FORM:

Company Name: _____

Trading As: _____

Managers Name: _____

Postal Address: _____

Street Address: _____

Business Phone: _____

Mobile: _____

Email: _____

Website: _____

I have read the Westhaven Marina A-Z Guide and the Westhaven Maintenance Guidelines and agree to abide by their terms and conditions. I agree to pass on all relevant information to my employees whom will work at Westhaven Marina.

I consent to Westhaven Marina requesting an updated public liability and ship repairer insurance certificate of currency from my insurer.

Insurance Company: _____

Signature: _____

Name: _____



CONTRACTOR APPLICATION

WEBSITE DETAILS:

In addition to the details you have listed above, the following details will assist people to find your listing on our website:

Primary Trade: _____

Key Words: (e.g. Diesel, Volvo, Engines)

Please list staff names below:

EMPLOYEE NAME	PROX CARD NO (Office Use)

You agree to ensure that all employees listed above only use their proximity card while on company business and not for personal use.

For security reasons you must advise the Marina office if any employee named above ceases employment with your company or if any of the above proximity cards are misplaced.

I do / I do not (*delete one*) consent to my contact details being supplied to the Independent Marine Trades Group.

FOR YOUR SAFETY PLEASE READ THE FOLLOWING:

Fire Alarm or Other Emergencies

If the Fire Alarm is sounding, please leave the pier and assemble behind the Marina Office. If you wish to leave the site, please confirm this with the Fire Warden.

Health and Safety

All Contractors must ensure, so far as is reasonably practicable:

- the health and safety of your workers or those workers who are influenced or directed by you; and
- that the health and safety of other people is not put at risk from work carried out as part of your conduct in performing work. This includes Marina customers and visitors to the Marina.

You must also consult, cooperate and coordinate with the Marina in respect of any shared duties. If you identify a risk or hazard while on site, please bring it to our attention. If you have an accident on the site, you must inform us immediately by phoning 0800 Marinas.

Please note that the A-Z Guide contains additional information regarding health and safety requirements.

Maintenance

Please make yourself familiar with the Westhaven Marina Maintenance Guidelines that can be viewed at the Marina Office or downloaded from our website. These guidelines will assist you to decide if the works you wish to undertake within the Marina are acceptable.

WESTHAVEN MARINA

137 WESTHAVEN DRIVE | PO BOX 1560 | AUCKLAND 1140 | NEW ZEALAND

PHONE: +64 9 360 5870 | 0800 MARINAS | FAX: +64 9 360 5880

DOCKMASTER: + 64 9 360 5881 | VHF CHANNEL 13

EMAIL: info@westhaven.co.nz | WEB: westhaven.co.nz

