

# Application to amend your current adventure activity operator registration

Use this application if you are a currently registered adventure activity operator and wish to apply to amend your registration under Regulation 71 of the Health and Safety at Work (Adventure Activities) Regulations 2016

## Applicant details

All fields mandatory unless stated otherwise.

Full name: (company name or, if an individual, full legal name)

Trading name(s) if different from above:

Web/internet site: (if applicable)

New Zealand Business Number (NZBN):

Business phone number:

Business email:

Business physical address: (including postcode)

Business postal address: (if different from above)

## Business contact person details

Full name: (first name, last name)

Position:

Email address:

Contact phone:

## Application type

I wish to amend my current registration to: (tick all that apply)

- Change the location where adventure activities are provided
- Remove an activity from my current registration
- Other: (give details)

**Note:** If you want to update your details on the adventure activities register, for example, to reflect a company name change, trading name change, or you wish to change any contact details we hold for the operator, please email [aao@worksafe.govt.nz](mailto:aao@worksafe.govt.nz) clearly stating what details need updating. If you wish to change the legal name of the operator on the registration, you will need to attach a certificate of incorporation from the Companies Office recording the change of company name or, if operating as an individual, legal evidence supporting your name change. A change of ownership will require a new registration as registrations are not transferable.

**AAO registration number:**

**Expiry date** of current registration: DD / MM / YEAR

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## Amendment details

Complete the relevant sections below with full details of the amendments being applied for.

### Change activity location details

I wish to make changes to the location details for the activities listed on my current registration, as shown in the table below.

<b>DESCRIPTION OF ACTIVITY</b> <small>(as listed on your current registration)</small>	<b>LIST THE LOCATION(S) WHERE THIS ACTIVITY IS CURRENTLY REGISTERED FOR</b>	<b>LIST THE LOCATION(S) YOU WISH TO ADD FOR THIS ACTIVITY ON YOUR CURRENT REGISTRATION<sup>1</sup></b> <small>(if applicable)</small>	<b>LIST THE LOCATION(S) TO BE REMOVED FROM YOUR CURRENT REGISTRATION</b> <small>(if applicable)</small>

<sup>1</sup> Any locations you list in this column will need to be listed for that activity on your safety audit certificate you are sending in as part of this application.

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## Remove activity from registration

I wish to remove the following activities from my registration as I no longer provide these activities.

Activity to be removed:

(enter activity details as listed on your existing registration)

## Additional information required to assess application

Please answer the following questions and provide details if you answer 'Yes' for any question. This information must include any changes in circumstances since your application for registration.

**Note:** If you are **only** applying to remove an activity or remove an activity location select NA (not applicable).

**Q1** Have you ever had a previous adventure activity operator registration suspended or cancelled due to safety concerns?

- Yes  
 No  
 NA

Details: (if yes)

**Q2** Have you ever been prosecuted for failing to comply with any of the duties under the Health and Safety at Work Act 2015 or the Health and Safety at Work (Adventure Activities) Regulations 2016?

- Yes  
 No  
 NA

Details: (if yes)

**Q3** Have you ever failed to comply with any conditions on your current safety audit certificate or any previous safety audit certificate?

- Yes  
 No  
 NA

Details: (if yes)

**Q4** Have you ever failed to comply with any conditions on your current registration?

- Yes  
 No  
 NA

Details: (if yes)

**Q5** Have you previously provided adventure activities where you needed to be registered to do so, but were not?

- Yes  
 No  
 NA

Details: (if yes)

**Q6** Have there been any situations in the past where your failure to safely provide adventure activities, so far as was reasonably practicable, endangered or may have endangered a person's life (whether registered as required or operating while unregistered)?

- Yes  
 No  
 NA

Details: (if yes)

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**Q7** Is there any other reason you may not safely provide the adventure activities in the locations you are seeking to add to your registration?  
**Note:** WorkSafe may consider the applicant's general health and safety compliance history, and/or the health and safety compliance history of a body corporate, relevant to the application.

- Yes  
 No  
 NA

Details: (if yes)

**Q8** Is there any other relevant information you would like us to consider as part of your application?

- Yes  
 No

Details: (if yes, or attach information with application)

## Safety auditor details

Recognised Safety Auditor name:

Reference number issued to applicant by Recognised Safety Auditor:

## Supporting documents

The following documents are required for us to assess your application: (tick to show that each one has been included)

evidence of personal identity (individual applicants only), for example, copy of New Zealand drivers licence, passport, New Zealand firearms licence, birth certificate etc

or

evidence of incorporation if applicant is an incorporated body, for example, company, incorporated trust, incorporated society, or other suitable evidence if an unincorporated body of persons, for example, trust deed

**Note:** If you are **only** applying to remove an activity or remove an activity location, the next three documents do not need to be provided.

- a copy of the safety audit certificate issued to the applicant. **Note:** The safety audit certificate must be issued by a safety auditor recognised by WorkSafe
- a copy of the audit report(s) relating to the safety audit the applicant passed to obtain the new certificate
- a copy of the auditor's activity Technical Expert evaluation report(s) for the activity locations the applicant wishes to add to their registration (if applicable)

## Fees

There is no fee to amend the details of your current registration.

## Declaration

If the applicant is an individual, this declaration **must** be completed by that individual. If the applicant is a corporate entity or unincorporated group of persons, this declaration **must** be completed by an authorised representative who is involved in the governance and management of the entity or group of persons, that is, a company director, a member of a trust board, an officer of an incorporated society, a trustee or trustees of an unincorporated trust, or the people who identify as being part of the management body of an unincorporated society.

Tick each statement to declare it is correct:

- I understand the information set out in this form is required by the Health and Safety at Work (Adventure Activities) Regulations 2016 to enable WorkSafe to determine whether to amend the applicant's registration
- I am authorised to complete this declaration on behalf of myself and each person involved in the governance and management of the applicant for registration
- I declare that the information I have provided in the application is, to the best of my knowledge, true, correct and complete
- I understand that if false or misleading information is provided, or if relevant information is not provided, the application may be refused

Full name: (person completing the form)

Acting on behalf of: (insert name of applicant if corporate entity or unincorporated body of persons, or mark NA if not applicable)

Position: (relevant to applicant)

Signature:

Date: DD / MM / YEAR

## What happens next?

Once we've received your application with all required information, we will begin our assessment. If we require additional information to assess your application and make a decision, we will contact you. The timeframe for us to make a decision will vary depending on our assessment of your application. However, we can often advise an outcome in 20 working days.

## Privacy statement

This application form collects information from you, under the Health and Safety at Work (Adventure Activities) Regulations 2016 (the Regulations) for the purposes of allowing the Registrar of Adventure Activities<sup>2</sup> to assess whether your registration as an Adventure Activity Operator can be amended.

The personal information collected may include:

- names of identifiable individuals
- other personal information such as personal information of workers, for example, as may appear in safety audit reports
- contact details of individuals
- driver's licence details or other identity document details
- information pertaining to suspended or cancelled registrations
- information pertaining to prosecutions under the Health and Safety at Work Act 2015 or the Health and Safety at Work (Adventure Activities) Regulations 2016.

You do not have to provide the information requested. However, if you choose not to provide any of the information sought, we may be unable to approve your application.

This information is being collected and held by WorkSafe New Zealand. We will also use any personal information collected for the purpose of carrying out any of our functions, and for other purposes permitted by law. WorkSafe may disclose the information to other parties where it is lawful to do so.

Your information is kept in line with the Public Records Act 2005 and WorkSafe's disposal schedule at which point we securely destroy it. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please visit our website [worksafe.govt.nz](https://worksafe.govt.nz) for details about how to contact us.

<sup>2</sup> Currently WorkSafe New Zealand.