

# NZICC Permission Form

## COOKING



Please download and complete and return **no later than 14 days prior** to the hiring period of the event. Email complete form to your Event Planner.

Further permits may be required for fire systems isolations.

For assistance please contact: [support@nzicc.co.nz](mailto:support@nzicc.co.nz)

### CONTACT DETAILS

**Contact Name:**

**Phone Number:**

**Company Name:**

**Email Address:**

**Name of Event:**

**Event Date:**

**Company  
Address:**

**Stand Name:**

**Stand Number:**

### ACTIVITY DETAILS

Describe the nature of the cooking/food preparation activity and explain why it is an integral part of your stand.

List the food items to be prepared, including expected quantities, dates, times, and method of distribution.

Explain how each item will be safely stored prior to preparation and service.

Specify the cooking/processing method (e.g., grilling, frying, baking) and the type of fuel or power source to be used (e.g., LPG, electric).

Indicate whether the cooking process will generate smoke or emissions. If yes, outline the controls in place (e.g., fire safety measures, ventilation, or fire impairment procedures)

## MANDATORY SAFETY REQUIREMENTS

All persons conducting a business or undertaking (PCBUs), along with their staff, are responsible for ensuring that the Health and Safety at Work Act 2015, relevant legislation, procedures, and safe work practices are followed, so far as is reasonably practicable, to safeguard the health and safety of all people.

**Please tick the relevant boxes to confirm these requirements will be met:**

- |   |   |
|---|---|
| <input type="checkbox"/> All persons conducting a business or undertaking (PCBUs) and their staff must comply with Workplace Health and Safety (WHS) legislation, venue rules, and safe food handling practices at all times. | <input type="checkbox"/> No cooking or food preparation equipment (including hot surfaces or flames) may be left unattended while in use or while still hot to touch.   |
| <input type="checkbox"/> Signage warning of hot surfaces must be displayed at all cooking areas.  | <input type="checkbox"/> Sharp implements must be kept out of reach of attendees at all times.  |
| <input type="checkbox"/> Food safety standards must be followed, including hygiene, cleaning, sanitation, and safe food storage.  | <input type="checkbox"/> Fats and oils must not be poured into venue drains. Used cooking oils and fuels must be removed by the stallholder.  |
| <input type="checkbox"/> All spills must be cleaned immediately, and non-slip protective flooring must be used in cooking areas.  | <input type="checkbox"/> Any required council or regulatory permits (e.g., food safety registration) are the responsibility of the exhibitor.   |
| <input type="checkbox"/> Any sampling or sale of food must comply with the venue's Event Guide and Food & Beverage Sampling Permit requirements.  | <input type="checkbox"/> All equipment used with fats or oils must be either disposable or cleaned off site. Equipment must be suitable for indoor use and emptied of fuels or liquids before moving.                         |
| <input type="checkbox"/> Naked flames and hot surfaces must be located to avoid contact with flammable materials and positioned to prevent being knocked over or reached by the public.                                       | <input type="checkbox"/> A fire extinguisher (minimum 2.5kg ABE type) and a fire blanket (1.8m × 1.8m) must be located at the booth, with staff trained in their use. All equipment must be tested and tagged to AS/NZS 3760. |
| <input type="checkbox"/> Waste bins must be provided, regularly emptied, and waste managed in line with venue requirements.   | <input type="checkbox"/> Public liability insurance of at least NZD \$10 million will be held for all activities.   |

## REQUIRED DOCUMENTAION

These documents, and any other documents as requested, must be provided to NZICC with this completed application form.

**Please tick the boxes to indicate you have provided the following information:**

- Risk Assessment or Method Statement (SWMS) covering setup, operation, spill management and fire safety controls.
- A copy of current food safety registration and any required permits (such as hazardous substances, LPG, or naked flames) must be submitted.
- All electrical equipment must be tested and tagged to AS/NZS 3760, with fire safety equipment.
- Copy of certificate for public liability insurance not less than NZD\$10 million.

## TERMS AND CONDITIONS (To be completed by the person responsible for the work to be performed)

Activities at the New Zealand International Convention Centre (NZICC) will only be permitted once formal written approval has been provided by NZICC. Until approval is confirmed in writing, NZICC accepts no responsibility for the accuracy of the information supplied in this form and makes no assurances as to the safety or legality of the proposed activity. Responsibility for both the activity and the information provided rests entirely with the contact person named on this form.

As part of its duty of care, NZICC carries out regular compliance checks and may request supporting evidence at any time. If the activity is found to breach legal or regulatory obligations, differ from the details provided, create safety concerns, or pose a risk to people, the venue, or the environment, NZICC reserves the right to delay or cancel the activity at its discretion until any concerns have been fully addressed.

Approval granted by NZICC does not imply acceptance of liability for any injury, damage, or loss that may result from the activity.

## DECLARATION

- I declare that I have read and understood this application and have completed this form to the best of my knowledge.

**Name:**

**Date:**

**Signed:**

**AUTHORISATION (NZICC use only)**

**Authorised by:**

**Signed:**

**Comments:**

**Date:**