

NZICC Permission Form  
**REMOTE CONTROLLED PLANT**



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.

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

## CONTACT DETAILS

<b>Contact Name:</b>	<b>Phone Number:</b>
<b>Company Name:</b>	<b>Email Address:</b>
<b>Name of Event:</b>	<b>Event Date:</b>
<b>Company Address:</b>	<b>Stand Name:</b>
	<b>Stand Number:</b>

## ACTIVITY DETAILS

**Remote operated plant model details (Including model name and frequency requirements):**

**Operating plan and schedule of operation (Including speeds, heights and duration of operation):**

**Signage and communication strategy to delegates and (if applicable) the General Public:**

**Operator details:**

**Additional information:**

## MANDATORY SAFETY REQUIREMENTS

All persons conducting a business or undertaking (PCBUs), along with their staff, are responsible for ensuring that the Health and Safety, 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:**

- Complete a thorough risk assessment of the plant and its operating environment.
- Verify that all emergency stops, guards, and safety systems are in place and function correctly.
- Evidence that all permissions and releases are in place.
- That the venue will have full access and if not full ownership, an unlimited licence to use the material for its own (noncommercial if required) purposes.
- Establish exclusion zones around mobile or high-risk remote-controlled plant to separate people from the machinery.
- Regular maintenance: All plants must be kept in safe working order according to the manufacturer's recommendations and a scheduled maintenance plan.
- Confirm all operators are trained, supervised, and assessed as competent.
- Plant must not be allowed to operate once they reach the 25% threshold for power-source depletion.
- Staff must be trained on safe isolation and lock-out procedures for servicing and maintenance.
- Consent letter from main event client (if submitted by exhibitor or Operator).
- All contractors conducting work onsite will need to complete a contractor induction prior to arriving on site.
- Public liability insurance of no less than NZD10 million must be held for the activities covered under this form.

## REQUIRED DOCUMENTATION

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:**

- A Risk Assessment to be completed by the person/s involved or performing the activity.
- Relevant images, plans and specifications of plant.
- Copy of certificate for public liability insurance not less than NZD\$10 million.
- Copy of registration/certification/licenses (if applicable)

**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:**

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**AUTHORISATION (NZICC use only)**

**Authorised by:**

**Signed:**

**Comments:**

**Date:**