NZICC Permission Form
Power Tools

NEW ZEALAND
INTERNATIONAL CONVENTION CENTRE

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

CONTACT DETAILS

Contact Name:

Phone Number:

Company Name:

Email Address:

Name of Event:

Event Date:

Company Address:

Stand Name:

Stand Number:

ACTIVITY DETAILS

What type of power tools or equipment will be used onsite? Include tool type, brand/model, and purpose of use.

When and where will the equipment be used? Include setup dates, times, and specific location.

Who will be operating the tools, and are they competent or certified to do so?

How will noise, dust, and vibration be managed to minimise impact on others?

Are there any other details or requirements NZICC should be aware of?

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:

☐ All operators will be trained and competent in the use of the tools or equipment.

☐ All tools will be in good working order, electrically tested and tagged within the last 12 months.

☐ Tools will only be used in designated areas and not during public event hours without approval.

☐ Appropriate PPE (e.g. eye protection, hearing protection, gloves, safety footwear) will be worn at all times.

☐ Power cords and batteries will be inspected daily and kept clear of walkways to prevent trip hazards.

☐ Dust, fumes, or debris from tool use will be contained and cleaned up immediately after work.

REQUIRED DOCUMENTATION

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

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

☐ Completed Risk Assessment for the power tool activity.

☐ Current Test and Tag certification for all electrical tools and 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:**