

NZICC Permission Form  
**VEHICLE DISPLAY**



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.

Combustion engine movements inside the building will require fire system isolations.

For assistance please contact: 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>

## VEHICLE DETAILS

**Vehicle type and model**

**Vehicle registration**

**Name and number of delivery person**

**Vehicle dimensions**

**NB: Vehicle lift dimensions:**

Length 6m

Width 2.9m

Height 3m

**Vehicle weight**

**NB: Vehicle lift load limit 11200 Kg**

## 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"/> Vehicles must be turned off when being transported in service lifts.   | <input type="checkbox"/> Carpet tile/s to be placed under all vehicle tires, when on display at NZICC. |
| <input type="checkbox"/> Vehicles to be escorted on and off site with safety watch – Hi-vis to be worn and walking ahead of moving vehicle. | <input type="checkbox"/> When stationary, vehicle must be braked and keys removed.                     |
| <input type="checkbox"/> A separate set of keys to be left with NZICC for all vehicles in the Convention Centre                             |  |

**Vehicles with Internal Combustion Engines:**

- Areas within NZICC may require a 3m gap based upon vehicle weight. Please be specific with vehicle location.
- Maximum five litres of fuel (no need to clear fuel from fuel line and engine)
- Fire system isolation will be required for combustion engine movements inside the building.
- Drip tray to be placed underneath vehicle

**Electric Vehicles (EV's):**

- Charging of EV's is not permitted within any area of the NZICC apart from the designated EV charging points in the P1 and P2 car parks.
- Battery charge must be approximately 50%.
- If available, set vehicle to "storage mode" to disengage battery. If unavailable, vehicle must be immobilised with a brake clamp to prevent the drive train battery being engaged.
- An alternative power source is permitted to facilitate demonstrations.
- The EVs shall be staggered or spaced greater than 2m apart. Note: areas within NZICC may require a 3m gap based upon

**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 the vehicle.
- Copy of certificate for public liability insurance not less than NZD\$10 million.

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- Copy of registration (if applicable).
- Fire isolation applied for in Donesafe (if required).

**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:**