

# NZICC Permission Form LASERS



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

|                         |                       |
|-------------------------|-----------------------|
| <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>  |

## REQUIREMENTS

**What class of laser will be used?**

**What is the purpose of the laser?**

**Name and qualifications of laser operator (applicable if class 3A, 3B or Class 4 laser is used for display purposes.**

**Name of Laser Safety Officer for final setup approval (for production companies)**

## 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:**

- Events and activities involving lasers must have a risk assessment to document how the risk to workers and patrons will be controlled prior to the event being contracted.
- Display plans detailing elevation, positions of laser sources, mirrors and target areas with relevant distances and dimensions of calculations of MPL.
- No person is to be exposed to radiation above the maximum permissible limits (MPL).
- Control measures in the event of power failure or knocking of the laser device that might result in freezing or displacement of the laser beams.
- Production companies must arrange for laser safety officer/inspector approval of final setup.
- All setup of lasers must follow laser alignment procedure guidelines.
- Laser System Standard Operating Procedure that is not more than 12 months old.
- SDS for any chemicals or substance to be used (i.e smoke hazing).
- SWMS outlining installation and operation.
- Please provide copies Public Liability Insurance not less than NZD\$10 million.
- There are five classes of lasers. Only Class 1 products are considered intrinsically safe while Class 2 lasers emit visible radiation but are considered safe when a normal blink reflex is assumed and you do not stare at the beam. Special precautions are required for Class 3R, 3B and Class 4 lasers.  
These classes of lasers must not be used for display purposes, except under controlled conditions by a competent qualified operator.

## REQUIRED DOCUMENTATION

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

NZICC Permission Form  
**LASERS**



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

- A detailed laser display layout plan.
- Safety Data Sheets of chemicals/substances used.
- A Risk Assessment to be completed by the person/s involved or performing the activity.
- 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:**