

NZICC Permission Form Pyrotechnics and Special Effects



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

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 scope and purpose of the pyrotechnics and special effects, including the type of effect(s) and the material to be used.

Specify the exact location where the effects will be discharged and the proposed start and finish times.

Identify the responsible operator or company overseeing setup, operation, and pack-down.

Outline the safety measures, exclusion zones, and clean-up procedures that will be in place.

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.

NZICC Permission Form

Pyrotechnics and Special Effects



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

- | | |
|---|--|
| <input type="checkbox"/> Pyrotechnic activities will only be carried out by trained, licensed, and certified operators. | <input type="checkbox"/> Protective measures will be in place for floors, staging, and any surfaces exposed to pyrotechnic residue. |
| <input type="checkbox"/> Indoor displays will follow the approved process and use only devices authorised for indoor use by the manufacturer and regulator. | <input type="checkbox"/> No pyrotechnic effects will be used above the audience or seating. |
| <input type="checkbox"/> At least two trained attendants, each equipped with a 5kg CO ₂ extinguisher, will be present before and during all firings. | <input type="checkbox"/> These special effects carry significant safety risks and must comply with both WorkSafe New Zealand regulations and NZ Fire and Emergency requirements. |
| <input type="checkbox"/> Pyrotechnics and wiring will be securely fixed, with firing systems inaccessible to the public and never left unattended once armed. | <input type="checkbox"/> NZICC does not have a facility for the overnight storage of Pyrotechnics or special effects. |
| <input type="checkbox"/> Devices will be positioned for safe operation, kept at approved distances from combustible props, stage surfaces, and audience areas. | <input type="checkbox"/> For an outdoor display, you need an outdoor pyrotechnic display compliance certificate from an approved compliance certifier. |
| <input type="checkbox"/> Any pyrotechnics used must be approved for use in New Zealand. | <input type="checkbox"/> Public liability insurance of at least NZD \$10 million will be held for all activities involving pyrotechnics. |

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:

- Full Safety Plan covering products used, setup, isolations, firing zones, and clean-up, including operator competency, emergency procedures and spectator areas.
- Safety Data sheets for all materials used.
- Copy of certificate for public liability insurance not less than NZD\$10 million.
- Evidence of appropriate and current licences and permits including certified handler certification, Worksafe notification and FENZ approval if required. Landowner consent for pyrotechnic display 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:

AUTHORISATION (NZICC use only)

Authorised by:

Signed:

Comments:

Date: