

# NZICC Permission Form

## CONFETTI CANNONS



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

**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 confetti cannon effects, including the type of cannon(s) and the material to be used (e.g., paper, metallic, biodegradable).

Specify the exact location where the cannons 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.

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

- |  |   |
|--|---|
| <input type="checkbox"/> The display will follow the approved process and use only devices authorised for indoor use by the manufacturer and regulator.        | <input type="checkbox"/> No confetti can be used on any level in the main spine (foyer) of the building, due to potential interference with the smoke detector beams. |
| <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"/> Post clean up of confetti may require additional costs.  |
| <input type="checkbox"/> NZICC does not have a facility for the overnight storage of compressed gas confetti cannons.  | <input type="checkbox"/> All operations will comply with relevant legislation and permit requirements, and authorities will be notified as required.                  |
| <input type="checkbox"/> Where noise levels may exceed 85dB, we recommend warning guests prior to firing.  | <input type="checkbox"/> Public liability insurance of at least NZD \$10 million.   |

## REQUIRED DOCUMENTAION

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:**

- Risk Assessment or SWMS covering setup, isolations, firing, and clean-up, including operator competency.
- Manufacturer specifications for the cannon(s) and confetti material (flame-retardant, biodegradable if outdoors).
- Safety data sheets for materials to be used.
- 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:**