

# NZICC Permission Form NAKED FLAMES



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.

Naked flames include candles, sparklers, tiki torches, ethanol burners, gas heaters, Fireplaces, BBQs, fire pits or similar items.

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:**

## PURPOSE

**Why is a naked flame being used?**

**How many naked flames are being used?**

## 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:**

Naked flames must be part of the exhibitor's product range and essential for the product demonstration

Naked flames and hot surfaces must be clear of flammable surfaces.

Naked flames cannot be used for decorative purposes.

Signage for hot surfaces must be displayed where relevant.

# NZICC Permission Form

## NAKED FLAMES



- |   |   |
|---|---|
| <input type="checkbox"/> Flammable items must not be near naked flames or on stands with ceilings.  | <input type="checkbox"/> Fireplaces must comply with standards and follow manufacturer's instructions.  |
| <p>In the case of flame special effects, you may also need to comply with pyrotechnics and special effects requirements.</p>  | <p>All fuel must be transported, handled and stored as per the relevant Safety Data Sheet. Under no circumstances may fuel be stored on site.</p> |
| <input type="checkbox"/> Naked flames must be monitored and cannot be left unattended.  | <input type="checkbox"/> Safety Data sheets must be held on site for all fuels used.  |
| <input type="checkbox"/> All naked flames must be extinguished 15 minutes before show close each day.   | <input type="checkbox"/> Exhibitors are responsible for council and legislative permit requirements.  |
| <input type="checkbox"/> An appropriate fire extinguisher must be located on the stand. The staff on the stand must be trained on the correct operation of the fire extinguisher. | <input type="checkbox"/> Upload photograph of item or activity for review.  |
| <input type="checkbox"/> NZICC may limit the number of naked flames at its discretion.  | <input type="checkbox"/> Plan time for lighting naked flames during dinners.  |
| <input type="checkbox"/> Candles and incense should be in containers to catch wax and ash.  | <input type="checkbox"/> Naked flames must be in suitable containment like votives or enclosed holders.   |

### 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 completed Risk Assessment for all activities using naked flames including containment, fire fighting equipment available and emergency plans.
- Safety Data sheets for all hazardous substances used.
- Certificate of Public Liability Insurance with cover of at least NZD \$10 million.
- NZICC Fire systems isolations applied for (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:**