

Please download and complete and return **no later than 14 days prior** to the hiring period of the event. Email complete form and documentation to your Event Planner.

Flames and heat activities includes candles, sparklers, tiki torches, ethanol burners, gas heaters, fireplaces, BBQs, fire pits, fire dancers or fire breathers or similar items/activities. 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 flame or heat source being used?

How many flames or sources of heat 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:

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| ☐ Flames or heat sources must be part of the exhibitor's product range and essential for the product demonstration | ☐ Flames and hot surfaces must be clear of flammable surfaces. |
| ☐ Fireplaces must comply with standards and follow manufacturer's instructions. | ☐ Signage for hot surfaces must be displayed where relevant. |

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| ☐ In the case of flame special effects, you may also need to comply with pyrotechnics and special effects requirements. | ☐ All fuel must be transported, handled and stored as per the relevant Safety Data Sheet. Under no circumstances may fuel be stored on site. |
| ☐ Flames and heat sources must have a dedicated fire watch in place, have an appropriate fire extinguisher present and is competent in discharging it. | ☐ All flames must be extinguished and sources of heat switched off 15 minutes before show close each day. |
| ☐ Safety Data sheets must be held on site for all fuels used. | ☐ Exhibitors are responsible for council and legislative permit requirements. |
| ☐ Naked flames must be in suitable containment like votives or enclosed holders. | ☐ Upload photograph/video of item or activity for review. |
| ☐ NZICC may limit the number of flames or heat sources at its discretion. | ☐ Details of timeframes are to be included in the risk assessment including rehearsals. |

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:

- ☐ Public Liability insurance certificate of at least \$20Million
- ☐ NZICC Fire systems isolations (hot work) is required to be applied for. Information required will include the following which **must be supplied to your event planner at least 14 days prior to the event.**
 1. Layout of the stage/event setup, where the flame/heat sources are located and the drapery plan.
 2. A completed Risk Assessment for all activities using flames or heat sources including but not limited to:
 - Full activity details including setup, pack down and rehearsals timings and duration.
 - Amount of fuel being brought on site.
 - Method to ignite and extinguish flames and refueling if required.
 - Number of flames and size.
 - Containment of fuels and flames including drop cloth to protect surfaces,
 - Emergency plans including fire aid, fire fighting equipment available, fire watch name and phone number and certifications, and their location during performance.

- How clear zones will be managed to ensure performer or flames are away from audience or flammable materials. At a minimum this must be:
 - 6 metres from audience
 - 3 metres from combustible materials such as ceilings, drapes, decorations, and stage structures sufficient to prevent heat exposure
- Other activities taking place that may be affected by flames activity.
- Examples of previous performances in similar venues.

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.

Additional costs may be incurred for items such as cleaning, additional fire watch and is at the discretion of NZICC.

DECLARATION

- ☐ I declare that I have read and understood this application and have completed this form to the best of my knowledge.

Name:

Date:

AUTHORISATION (NZICC use only)

Authorized by:

Signed:

Comments:

Date: