

NZICC Permission Form
MACHINERY DISPLAYS



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.
Combustion engine operations inside the building will require a permit for fire 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

What type of machinery or mechanical equipment will be displayed or demonstrated? Include details such as model, size, and power source (electric, hydraulic, pneumatic, etc).

How will the machinery be used or demonstrated? Include when, where, and how it will operate during the event.

How will the machinery be supervised and who will be responsible?

What safety controls will be in place? (e.g. guarding, isolation, signage, barriers, noise control, spill containment)

Are there any other details or requirements NZICC should be aware of?

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"/> Only trained and competent personnel will operate or demonstrate the machinery. | <input type="checkbox"/> Machinery will be installed, operated, and isolated in accordance with manufacturer's specifications. |
| <input type="checkbox"/> All moving parts will be guarded, fenced, or otherwise prevented from public access. | <input type="checkbox"/> Machinery will be securely positioned, stable, and not obstruct exits or aisles. |
| <input type="checkbox"/> Fuel, electrical, or hydraulic systems will be safely contained and inspected before use. | <input type="checkbox"/> A responsible person will be present whenever the machinery is operational. |
| <input type="checkbox"/> No more than 5L fuel in the tank or in the display area. | <input type="checkbox"/> Electric machinery is not to be charged within the venue. |
| <input type="checkbox"/> All electrical equipment must have current tag and test certification. | <input type="checkbox"/> Application made in Donesafe for fire systems isolations if required for combustion engines. |

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 the machinery activity.
- Safety Data Sheet (SDS) for any fuel, oil, or hydraulic fluid used (if applicable).
- Copy of certificate for public liability insurance not less than NZD\$10 million.
- Evidence of operator competency or manufacturer's instructions.
- Application for Fire System isolations (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: