

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.

For assistance please contact: [support@nzicc.co.nz](mailto:support@nzicc.co.nz)

**CONTACT DETAILS**

<b>Contact Name:</b>	<b>Phone Number:</b>
<b>Company Name:</b>	<b>Email Address:</b>
<b>Name of Event:</b>	<b>Event Date:</b>
<b>Company Address:</b>	<b>Stand Name:</b>
	<b>Stand Number:</b>

**ACTIVITY DETAILS**

**State the purpose and objective for using drone(s) at this event.**

**Provide the number of aircraft, aircraft reference/registration number, model name, and any frequency requirements.**

**Specify the intended flight speed, height, and duration of operation.**

**Describe the signage and communication measures that will be in place during operation.**

**Identify the operator(s) responsible for controlling the drone.**

## MANDATORY SAFETY REQUIREMENTS

Drones are regulated by the Civil Aviation Authority (CAA) and must comply with all safety standards and manufacturer requirements. Organisations covered by the Privacy Act must meet their legal obligations when using drones, including notifying people about data collection and protecting their information.

If drone use is approved at NZICC, operators must provide an operational plan that shows a professional need for the drone and demonstrates compliance with CAA rules. PCBUs and their staff remain responsible for following the Health and Safety at Work Act 2015 and ensuring safe practices are in place at all times.

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

### Drone Operation

- All drone operations must comply with CAA Part 101 rules. Where these cannot be met, Part 102 Certification with evidence of licensing and training must be provided.
- Drones must be airworthy, maintained to manufacturer's standards, and checked for faults before each flight.
- Drones must always be flown in visual line of sight by operator at all times.
- Flights must not occur over crowds unless consent has been given by those affected.
- Operators must not fly if impaired by alcohol or drugs.
- Drones must cease operation if power drops below 25%.
- A public liability insurance cover of at least NZD\$10 million is required.

### Flight Plan Must Include

- Operator/controller details, qualifications, and aircraft reference number(s).
- Risk management strategies (CAA operating conditions, signage, site limitations).
- Privacy and data protections (permissions, ownership of footage, public notifications).
- Purpose, timeframes, and geographical area of operations.

**While exhibiting drones on a stand or display, the following must occur:**

- The drone must be securely isolated from public access.
- The drone must be tethered to the stand or the ground to prevent unintended flight.

## 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:**

- Approved Flight Plan (for outdoor operations).
- Copy of the responsible operator's certification/ licence and any required training records.
- Risk Assessment completed by the person(s) conducting or supervising the activity.
- Certificate of Public Liability Insurance with cover of at least 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:**

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## AUTHORISATION (NZICC use only)

**Authorised by:**

**Signed:**

**Comments:**

**Date:**