

NZICC Permission Form

FIREARMS, WEAPONS AND SHARPS



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

CONTACT DETAILS

Contact Name:

Phone Number:

Company Name:

Email Address:

Name of Event:

Event Date:

**Company
Address:**

Stand Name:

Stand Number:

ACTIVITY DETAILS

What weapons, sharp implements, or props will be brought on site? (note: details of endorsements or permits required can be found at: www.firearmssafetyauthority.govt.nz)

What quantities of these items will be present?

How will the items be used and securely stored during the event?

Who is responsible for delivery, receipt, and oversight of these items, and what safety measures will be in place? Named person and phone number.

Please specify any licences, permits or endorsements required under New Zealand legislation and identify the person or organization that holds them.

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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| ☐ Only trained, qualified, and certified personnel may oversee weapons, props, replicas, and any related activities | ☐ No sharp or live blades may be within reach of patrons unless appropriately secured and covered. |
| ☐ All items must comply with applicable legislation and venue safety requirements. | ☐ Misuse or unsafe use of any item will result in its removal from the event. |
| ☐ Items sold to the public must be marked not for use at NZICC and security-sealed upon purchase and only collected when leaving the venue; once unsealed, they may not be brought back inside. | ☐ All weapons or props that may cause injury will need to be stored in the designated locked armoury cabinet. |
| ☐ Prior to each performance all weapons or props must be checked by venue management or their representative. | ☐ Prior to each performance, a rehearsal is required for all activities with props that may cause injury. This must be overseen by venue management or their representative. |
| ☐ A public liability insurance cover of at least NZD\$10 million is required. | |

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:

- ☐ Copy of applicable firearms or other licences required under New Zealand legislation.
- ☐ A completed Risk Assessment from the responsible person(s) including the **name of the person responsible for the safe use and storage of the weapon or prop.**
- ☐ Certificate of Public Liability Insurance with cover of at least NZD \$10 million.
- ☐ Notify police of events involving firearms or replica firearms.

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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:

AUTHORISATION (NZICC use only)

Authorised by:

Signed:

Comments:

Date: