

NZICC Permission Form
ANIMALS



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 is the purpose or objective of including animals at the event?

What type(s) of animals(s) will be brought on site? Please specify the number of animals and provide details of how and where they will be housed/kept.

Will the animals be exposed to the public (e.g., petting, handling, display)?

Will food and/or beverages also be served at the stand? If yes, please provide details.

What arrangement are in place for the safe and hygienic disposal of animal waste?

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:

Domesticated Animals (dogs, cats and other petting animals including farmyard animals)

- Operators must be trained and competent in handling animals, and supervise them — including all public interactions — at all times.
- Animals must remain under control at all times, either on a leash or within a secure pen/enclosure.
- Suitable shelter, food, and drinking water must be provided for animals while on site.
- Animals must be removed from the premises at the end of each day; overnight stays are not permitted.
- Animal waste must be safely collected and disposed of in a hygienic manner that protects public health and the environment.
- Handwashing and/or sanitising facilities must be available for the public when handling or making contact with animals.
- A minimum three-metre separation must be maintained between animal areas and any food or beverage service.

Non-Domesticated Animals

- Operators must be competent in handling animals and supervise them, including any public interaction, at all times.
- Animals must be securely restrained or contained (e.g., leash, cage, or enclosure) to prevent uncontrolled access.
- Public contact with animals is generally not permitted; if proposed, details must be provided and approved in advance.
- Suitable shelter, food, and water must be available on site, and animals must be removed from the premises overnight.
- Animal waste must be safely disposed of in a way that protects public health and the environment.
- A minimum three-metre separation must be maintained between animals and any food or beverage service.
- A documented recapture plan, along with a site-specific Animal Management Plan or SWMS, must be available on site.

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- Safe public access and exit routes must be maintained at all times.
- Public liability insurance of at least NZD \$10 million must be held for all activities involving animals.
- A documented containment and recapture plan must be in place in the event that an animal becomes unrestrained.

REQUIRED DOCUMENTAION

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 to be completed by the person/s involved or performing the activity.
- Details stating how the animal(s) will be cared for onsite including recapture plan.
- Copy of certificate for public liability insurance not less than 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:

AUTHORISATION (NZICC use only)

Authorised by:

Signed:

Comments:

Date: