

NZICC Permission Form
PAINTING ONSITE



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 type of painting or coating activity will take place onsite? Include materials, methods (e.g. brush, roller, airbrush, aerosol, spray gun), and description of the artwork or display.

What types of paints or substances will be use? (e.g. water-based acrylics, spray paints, solvents, sealants, varnishes)

How will the area be ventilated, contained, and protected from overspray or spills?

What personal protective equipment (PPE) will be used?

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:

- | | |
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| <input type="checkbox"/> Only non-toxic, low-VOC or water-based paints will be used indoors unless approved by NZICC. | <input type="checkbox"/> Spray painting or aerosol use will be conducted within a contained, ventilated area with overspray protection. |
| <input type="checkbox"/> Drop sheets, barriers, or coverings will be used to prevent paint contamination to floors, walls, or nearby stands. | <input type="checkbox"/> All solvents, thinners, or cleaning agents will be stored and disposed of according to manufacturer and NZICC guidelines. |
| <input type="checkbox"/> PPE such as gloves, masks, and eye protection will be worn by all personnel involved in painting activities. | <input type="checkbox"/> Painting activities will be monitored and supervised at all times to prevent exposure to public or adjacent exhibitors. |

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:

- Completed Risk Assessment for the painting activity.
- Safety Data Sheets (SDS) for all paints, thinners, or cleaning agents used.
- 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: