

NZICC Permission Form
AMUSEMENT RIDES AND DEVICES



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 amusement ride and device to be used? Include details of dimensions or installation requirement etc..

How will the ride/device be used? Include when, where and how it will be used.

How will the amusement equipment be supervised and who will supervise?

Are there any other requirement or details that NZICC should be aware? Please provide details

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.

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

- Only trained and competent personnel are permitted to operate, set up, or pack down the ride/device.
- The ride/device must be supervised by an operator **at all times**.
- When the ride/device contains moving parts, suitable barriers must be erected to restrict access. All barrier access gates must include a secure locking mechanism.
- The ride/device must be registered (where applicable) and maintained by competent and authorised personnel, in accordance with the manufacturer's instructions
- Logbooks, operating manuals, and maintenance manuals (including emergency procedures) must be available on site. Logbooks must record details of erection and/or storage of the ride/device.
- A daily pre-operation check must be completed, including a full test run without passengers. Records of these checks must be entered into a logbook, which must be available for inspection by NZICC.
- Ride restrictions outlined by WorkSafe NZ registration and the manufacture's specifications must be enforced at all times, including height, weight, and loading capacity limits.
- For inflatable devices used outdoors, the manufacturer's wind ratings must be documented in the Safe Work Method Statement (SWMS) and adhered to at all times.
- A current copy of the WorkSafe NZ registration and relevant permit to operate must be available on site.
- Public liability insurance of no less than NZD10 million must be held for the activities covered under this form.
- Safe public access and egress routes must be provided and maintained at all times.
- Appropriate safety restraints and equipment must be used on the ride/device, including but not limited to harnesses, seatbelts, and safety/soft-fall mats as 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:

- A Risk Assessment to be completed by the person/s involved or performing the activity.
- Relevant images, plans and specifications of ride or device.
- Copy of certificate for public liability insurance not less than NZD\$10 million.
- Copy of registration (if applicable)

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: