

Application Form

REMOTE CONTROLLED PLANT



Important: Please download and open this form using Adobe Acrobat or Reader to ensure this form can be submitted properly. Alternatively, please send completed form to the details below.

Please complete and submit this form no later than 14 days prior to the hiring period of the event by using the "Submit" button at the end of this form. For assistance, please contact:

Event Services Assistant, Te Pae Christchurch Convention Centre

Phone: +64 3 266 1440

Email: EventServices@tepae.co.nz

Contact Details

Name		Company Name	
Phone Number		Company Address	
Email Address		Post Code	
Name of Event		Stand Name*	
Event Dates		Stand Number*	

** If applicable*

Activity Details

What is the purpose and objective of using RCP?

What is the model name and frequency requirements?

What are the speeds / heights / duration of the operation?

What is the signage and communication strategy?

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Who are the operators?

What is the RCP reference and/or registration number (if applicable)?

Mandatory Safety Requirements

Remote operated plant includes automated guided vehicles which need to adhere to the relevant safety standards and manufacturer requirements. If use of remote operated plant is authorised, the Operator must supply Te Pae Christchurch with a satisfactory operational plan prior to the event. This plan must demonstrate a professional requirement for the operation of the remote operated plant and a commitment to operate within the standard operating conditions and the relevant safety standards and manufacturer requirements (if using automated guided vehicles).

It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff to ensure that the Health and Safety at Work Act 2015, applicable legislation, procedures and safe work practices are followed, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.

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

When operating Remote Controlled Plant outside Te Pae, Christchurch:

- The name of the operator and/or controller of the remote operated plant (who will be regarded as the responsible person).
- Details and a copy of the responsible person's current Remote Controlled Plant Operators Certificate. If using automatic guided vehicles, then training in accordance with the relevant safety standards and manufacturer requirements.
- The RCP meets relevant design and performance standards and is maintained and operated in accordance with the manufacturer's manual or instruction and within any limitations.
- The RCP is thoroughly checked for faults and defects before operation.
- The RCP will at no time be operated in crowds of people unless consent has been given.
- The Operator will not operate the RCP if impaired by alcohol.
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

Please ensure the following is incorporated in your operational plan:

- The purpose of plant operation.
- The times for commencement and cessation of operation.

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- The geographical extent of the site's property to be covered during the operation.
- Safety hazards identified and the appropriate control measures to be implemented and enforced during the operation (e.g. operating conditions, site limitations, signage).
- Plant reference number (if applicable).
- Details of personnel to be deployed to assist in ensuring the safety of the operation, including their qualifications and experience.
- Where plant use is authorised and involves still or video photography, the operational plan shall also identify potential privacy concerns and the appropriate control measures to be implemented and enforced during operation.

Minimum details shall include:

- Evidence that all permissions and releases are in place.
- Specific details of who will own the intellectual property of the images.
- That Te Pae Christchurch Convention Centre will have full access to the material and if applicable, full ownership and an unlimited licence to use the material for its own non-commercial purposes.
- General public notification must be incorporated into the operational activity of the drones.

When operating Remote Controlled Plant inside Te Pae Christchurch:

- Line of Sight will be maintained with the RCP at all times.
- The RCP will at no time be operated in crowds of people unless consent has been given.
- The RCP operator will have a current and valid operating certificate as per legislative requirements (if applicable).
- The RCP operator will maintain manual control at all times. RCP under autonomous operation will not be allowed to operate within Te Pae Christchurch
- The RCP meets relevant design and performance standards and is maintained and operated in accordance with the manufacturer's manual or instruction and within any limitations.
- The RCP is thoroughly checked for faults and defects before operation.
- The Operator will not operate the RCP if impaired by alcohol.
- RCP will not be allowed to operate once they reach the 25% threshold for power- source depletion.
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

While exhibiting RCP on a stand or an exhibition display the following must occur:

- The RCP will be isolated from the public.
- The RCP will be tethered to the stand or the ground to prevent it from reaching the public.

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Required Documentation

These documents, and any other documents requested, from time to time, must be provided to Te Pae Christchurch with this completed application form.

Please send all documents to EventServices@tepae.co.nz along with your contact details as stated in the 'Contact Details' section of this document.

Please tick the boxes to indicate you have provided the following information:

- Detailed Operational Plan
- A Risk Assessment to be completed by the person/s involved or performing the activity (a template can be found in the Toolkit on the Te Pae Christchurch website).
- Copy of certificate for public liability insurance not less than NZ\$10 million.

Terms & Conditions

(To be completed by the person responsible for the work to be performed)

This activity has not been accepted to occur at Te Pae Christchurch Convention Centre until written confirmation of its approval is issued by Te Pae Christchurch, and in such circumstance, Te Pae Christchurch makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

Te Pae Christchurch undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operations is considered by Te Pae Christchurch to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, Te Pae Christchurch representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any approval by Te Pae Christchurch for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Declaration

- I declare that I have read and understood this application and have completed this form to the best of my knowledge.

Date:

Submit

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Te Pae Christchurch Convention Centre use only

Authorisation

Authorised by:	
Comments:	
Signed:	
Date:	