

# Application Form

## VEHICLE DISPLAY



**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](mailto: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

## Vehicle Details

Vehicle Type and Model:	
Vehicle Registration:	
Name of Delivery Person	
Phone of Delivery Person:	
Vehicle Weight:	

## Mandatory Requirements

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:**

- A separate set of keys will be left with the Te Pae Christchurch Control Room.
- Carpet tiles will be placed under all vehicle tyres, when on display on Te Pae Christchurch carpet or tiles.
- A tray will be placed under all vehicles to prevent oil stains, when on display on Te Pae Christchurch carpet or tiles.
- All vehicles will have an empty fuel tank (the fuel tank/s of petrol/diesel vehicles will not exceed  $\frac{1}{4}$  of the tank, not including fuel that may be present in the fuel line and engine) when left in the Centre. If fuelled by ethanol, methanol or nitro methane, the fuel tank will be completely empty/purged.

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- Vehicles will be placed accurately according to the appointed location(s) on the pre-approved floor plan.

## 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](mailto: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:**

- 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).

## 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**

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### Authorisation

<b>Authorised by:</b>	
<b>Comments:</b>	
<b>Signed:</b>	
<b>Date:</b>	