

# Application Form

## OTHER ACTIVITIES



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

Please complete and submit this form along with all required documentation 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 1400

**Email:** [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz)

## Contact Details

Name		Company Name	
Phone Number		Company Address	
Email Address		Postcode	
Name of Event		Stand Name*	
Event Dates		Stand Number*	

\* if applicable

## Activity Details

Other activities include moving displays, internal combustion engines, smoke machines, aerial performers, bike acrobatics, autonomous machinery, swimming pools/spas and any other activity not deemed to be covered under Te Pae Christchurch's current application or permit forms.

What is the activity/special requirement?	
What are the dates, times and location(s) of operation?	
What is the activity/special requirement being used for?	
How much space does the activity/equipment require? Please give dimensions if relevant.	
Are there any other requirements or details that Te Pae Christchurch should be aware of for operation (i.e. power supply, fixing to walls etc.)? If yes, please give details.	

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## Mandatory Safety 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, to protect the health and safety of all persons.

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

- Only trained and competent personnel will be allowed to operate, set up and pack down the activity.
- Supervision of the activity will occur at all times.
- If there are moving parts, a suitable barrier will be erected to prevent access to the activity being performed.
- If applicable, the activity will be registered and maintained by competent and authorised personnel and in accordance with the manufacturer's instructions.
- Activity and associated equipment will be checked each day before operation and recorded in a logbook.
- The logbook will be made available to the Te Pae Christchurch Health, Safety and Security Manager for inspection.
- Safe public access and egress routes will be provided at all times.
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.
- Copy of registration (if applicable).

## Required Documentation

These documents, and any other documents as requested, must be provided to Te Pae Christchurch 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.
- Copy of certificate for public liability insurance not less than NZD\$10 million.
- Photographs and detail of activity or special requirement

## Terms and 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 under Contact Details.

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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:	
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Submit

### Te Pae Christchurch Convention Centre use only

### Authorisation

Authorised by:	
Comments:	
Signed:	
Date:	