

Permit Form

HAZARDOUS CHEMICALS



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.

This form is to be completed and submitted no later than 14 days prior to the work commencing by using the "Submit" button at the end of this form. For assistance, please contact:

Health, Safety and Security Manager, Te Pae Christchurch Convention Centre

Phone: +64 3 266 1422

Email: healthandsafety@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*

Hazardous Chemical Details

What chemical(s) are being used?

What quantities will be on site?

How will the chemical(s) be used?

Who is the supplier of the chemical(s)?

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Who is the approved handler?

How and where will the chemical(s) be stored?

What is the start time and end time of the use of the hazardous chemicals?

Liquified Petroleum Gas (LPG) Details

Why is LPG being used?

What quantities will be on site?

Where will the LPG be stored?

What is the start time and end time for the use of the LPG gas?

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, 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:

- Only suitably trained, qualified and certified personnel will be performing the activity.
- A current Safety Data Sheet provided to Te Pae Christchurch Representative to be available on site for each hazardous chemical product at all times.
- All requirements of the Safety Data Sheet and Te Pae Christchurch Hazardous and Dangerous Material Procedure for transport, storage, use and disposal will be followed.
- All containers of hazardous chemicals will be labelled correctly to provide information on its content. Any unlabelled or incorrectly labelled material will be removed from site.
- Appropriate storage containers will be used. Hazardous chemicals cannot be packed or decanted into a container that would usually contain food or beverage or may be mistaken for a container containing food and beverage.
- Personnel are trained in the use of correct personal protective equipment (PPE) as required.
- Hazardous chemicals will be stored in such a manner as to prevent unauthorised access.
- Appropriate disposal of the hazardous chemical will be arranged. Under no circumstances shall Te Pae Christchurch Convention Centre washroom facilities be used for the disposal of hazardous chemicals. All hazardous chemicals will be removed from site at the end of the event.
- All spills/incidents are to be reported to a Te Pae Christchurch representative immediately.
- All hazardous chemicals will be labelled with company name and event name.
- The use of the hazardous chemicals will only be carried out between the approved hours specified on this permit.
- If conditions or controls change, the use of the hazardous chemicals will cease to continue, and a re-assessment will be conducted via a Job Safety Environmental Analysis (JSEA).
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

LPG Conditions:

- LPG cylinders are limited to 9kg per cylinder with a maximum of 10kg per 10sqms used on an open exhibition space. Regulations limit the maximum amount of LPG within an event. As such Te Pae Christchurch reserves the right to limit the number of gas cylinders within any area / event.
- No LPG will be stored at Te Pae Christchurch.
- All LPG installations comply with relevant legislation and New Zealand standards.

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- All LPG cylinders in use will have a gas fuse attached.
- No naked flames will be within close proximity of LPG cylinders.
- A powder fire extinguisher and fire blanket, 1.8m x 1.8m, will be located at the booth with personnel trained in its use.
- No section of the LPG system will be accessible to patrons attending the event.
- All LPG appliances will be certified and display approval plate as proof of certification.
- A licensed gas fitter is to connect, monitor and install / remove LPG bottles.
- A licensed gas fitter is to check compliance, correct location and application of gas appliances. Those not compliant shall not be connected.
- A licensed gas fitter to monitor all LPG installations for Carbon Monoxide and LPG whenever appliances are connected.
- Mobile and portable appliances will only be used in line with the manufacturer's instructions and in line with any specific operating conditions or warning labels.
- Exhibitors will have access to a copy of the manufacturer's instructions on site. LPG appliances labelled for outdoor use will not be used indoors
- LPG appliances labelled for residential use will not be used for commercial applications.
- LPG appliances that are not labelled will not be used.
- Gas installations installed as part of a public event will comply with the requirements of AS/NZS5601.1 Gas installations, Part 1 General Installations and AS/NZS 1596 The storage and handling of gas.
- All stands with LPG will have Carbon Monoxide monitors fitted.
- The use of LPG will only be carried out between the approved hours specified on this permit.
- If conditions or controls change, the use of LPG will cease to continue, and a re-assessment will be conducted via a Job Safety Environmental Analysis (JSEA).
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

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 healthandsafety@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:

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- A Safe Work Method Statement completed by the person/s performing the activity (a template can be found in the Toolkit on the Te Pae Christchurch website).
- A completed Te Pae Christchurch induction declaration document (This can be found in the Toolkit on the Te Pae Christchurch website. If you have completed this induction in the last 12 months, this documentation is not required.)
- Copy of certificate for public liability insurance not less than NZ\$10 million.
- Safety Data Sheet

Permit Agreement

(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 Permit and have completed this form to the best of my knowledge.

Date:	
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Submit

Te Pae Christchurch Convention Centre use only

Risk & Compliance Authorisation

Permit authorised by:	
Comments:	
Signed:	
Date:	