

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, Te Pae Christchurch Convention Centre

Phone: +64 3 266 1400

Email: EventServices@tepae.co.nz

Contact Details

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

* if applicable

Activity Details

What is the purpose and objective of having animals at the event?	
What animal/s will be brought on site? Include details on the number of animals and how and where the animals will be kept.	
Will the animals be exposed to the public? (e.g. for petting or handling)	
Will there also be food and beverages served at the stand? If yes, please detail.	
What is the plan for animal waste disposal?	

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 relevant boxes to confirm these requirements will be met.

Domesticated Animals (dogs, cats and other petting animals including farmyard animals)

- The operator will be competent in handling animals, control and monitor animals at all times, and supervise animal interactions with the public.
- Animals will be on a leash or in an enclosed pen under control at all times.
- Animal waste will be disposed of appropriately with consideration to public health and the environment.
- Relevant animal protection and welfare requirements will be complied with.
- Animals will be removed from the premises overnight.
- Appropriate shelter, food and water will be provided for the animals.
- Handwashing/sanitising facilities will be provided if the public will be handling the animals.
- Best practice will be applied and appropriate distance will be maintained between animals and food service
- There will be safe access and egress for the public provided.
- The operator will have a recapture plan in case of animal/s becoming uncontained.
- Details stating how the animal(s) will be cared for onsite including recapture plan will be provided.
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

Non-Domesticated Animals

- The operator will be competent in handling animals, control and monitor animals at all times and supervise interactions with the public.
- Animals will be restrained or contained appropriately to ensure there is no direct access to the public e.g. cage or barrier.
- There will generally be no direct interaction between animal/s and public permitted including petting. Further details may be required, depending to the type of animal/s if petting is part of the display.
- Animal waste will be disposed of appropriately with consideration to public health and the environment.
- Relevant animal protection and welfare requirements will be complied with.
- Animals will be removed from the premises overnight.
- Appropriate shelter, food and water will be provided for the animals.
- A minimum distance of three metres will be maintained between animals and food service.
- The operator will have a recapture plan in case of animal/s becoming uncontained.
- Details stating how the animal(s) will be cared for onsite including recapture plan will be provided.
- 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 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 documentation:

- 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.
- Details stating how the animal(s) will be cared for onsite including recapture plan.

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.

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.

Name:		Date:		Submit
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Te Pae Christchurch Convention Centre use only

Authorisation

Authorised by:		Signed:		Date:	
Comments:					