

**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](mailto: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 nature of the cooking/food preparation activity and why is it an integral part of the stand?	
What items will be prepared? Please list each item including quantities, date and time, and distribution for each item.	
Please indicate how each item listed will be stored.	
What method of cooking/food preparation will be used? If LPG is to be used, please complete: <ul style="list-style-type: none"><li>• Hot Work permit for naked flames</li><li>• Hazardous Substances permit for LPG</li></ul>	
Does the cooking process create smoke? If so, a system fire impairment will need to be considered. Please contact your Event Coordinator.	

### 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:**

- No food preparation equipment, including hot surfaces will be left unattended when in use.
- Signage advising presence of a hot surface will be displayed adjacent to any cooking surface.

- All sharp implements will be kept out of reach of attendees at all times.
- Food safety standards will be adhered to at all times, including hygiene, cleanliness and sanitisation.
- No fats or oils will be poured into the centre's drainage system.
- All equipment used in cooking with fats or oils will be disposable or washed off site.
- All council or other legislative permit requirements have been met and are the responsibility of the exhibitor.
- Any sampling or sale of food must comply with the information stated in the Venue Guide. Please also complete the Food and Beverage Sampling and Sales application form if applicable.
- All spills will be cleaned immediately; non-slip flooring will be used in cooking area.
- Naked flames and hot surfaces will be located in such a manner that they are clear of all flammable surfaces and cannot be knocked over or reached by patrons attending the event. Please complete the relevant application and permit forms if applicable.
- A powder fire extinguisher ABE type rated 3A-40B minimum 2.5kg, distinguished by a white band around the top of the cylinder and fire blanket, 1.8m x 1.8m, will be located at the booth with staff trained in its use. All equipment will be tested and tagged as per AS/NZS 3760 and maintained in good working order.
- Waste bins will be provided and emptied regularly. The venue can provide waste solutions for food preparation activities on stand. Please contact your Event Services for more information.
- If your cooking requires gas, canisters, coals or any other hazardous substances please complete the Hazardous Substances permit form.
- If your cooking requires flames (i.e., gas flame) please complete the Naked Flames application form.
- Equipment will be emptied of fuels and liquids before being moved around the site. It is the responsibility of the stall holder to arrange the removal of used cooking fuels.
- Copy of Christchurch City Council Food Safety Registration
- 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 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.
- Hazardous Substances permit form completed (if applicable).
- Naked Flames application form completed (if applicable).
- Hot Work permit form completed (if applicable).
- Food and Beverage Sampling and Sales Application form completed (if applicable).

## 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:		<b>Submit</b>
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### Te Pae Christchurch Convention Centre use only

## Authorisation

Authorised by:		Signed:		Date:	
Comments:					
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Comments:					