

**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 purpose and objective of using a drone?	
What is the aircraft reference and/or registration number? Please also include the model name and any frequency requirements.	
What are the flight speeds, heights and duration of operation?	
What is the signage and communication strategy?	
Who are the operators?	

### Mandatory Safety Requirements

Drones are remotely piloted aircraft [RPA] under New Zealand legislation and their operation and safety is regulated by the Civil Aviation Authority [CAA]. Drones need to adhere to the relevant safety standards and manufacturer requirements. Using drone technology has implications for privacy. If an organisation covered by the Privacy Act intends to use drone technology, it should do so in accordance with this Act. This would include giving notice to affected individuals regarding collection of their personal information, keeping it secure, and only using and disclosing the personal information as permitted under the Privacy Act. If use of a drone is authorised, the operator must supply Te Pae Christchurch with a satisfactory operational plan prior to the event. This plan must demonstrate a professional requirement for the operation of the drone and a commitment to operate within the standard operating conditions set by CAA and the relevant safety standards and manufacturer requirements are met.

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:**

**When operating a drone outside Te Pae, Christchurch:**

- CAA's rules for unmanned aircraft as stated in Part 101 rules will be adhered to.
- Where CAA Part 101 rules cannot be followed, Part 102 Certification will be required. Details and a copy of the responsible person's certificate as per legislative requirements and any training in accordance with the relevant safety standards and manufacturer requirements must be submitted with this application. .
- The drone is airworthy and meets relevant design and performance standards. It is maintained and operated in accordance with the manufacturer's manual or instruction and within any limitations.
- The drone is thoroughly checked for faults and defects before flight.
- The drone will at no time be operated over crowds of people unless consent has been given by any persons the aircraft will fly over.
- The operator will not operate the drone if impaired by alcohol.
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

**Please ensure the following is incorporated in your flight plan:**

- The name of the operator and/or controller of the drone (who will be regarded as the responsible person).
- The purpose of drone operation.
- The times for commencement and cessation of operation.
- The geographical extent of the site's property to be covered during the operation.
- Risk management strategies applied to appropriately manage any identified risks (e.g. CAA operating conditions, site limitations, signage).
- Aircraft reference number.
- Details of personnel to be deployed to assist in ensuring the safety of the operation, including their qualifications and experience.
- Where drone use is authorised and involves still or video photography, a flight plan shall also identify potential privacy concerns and the appropriate control measures to be implemented and enforced during and as a consequence of the flight.  
Minimum details shall include:
  - Evidence that all permissions and releases are in place.
  - Specific details of who will own the intellectual property of the images.
  - That Te Pae Christchurch Convention Centre will have full access to the material and if applicable, full ownership and an unlimited licence to use the material for its own non-commercial purposes.
  - General public notification must be incorporated into the operational activity of the drones.

**When operating drones inside Te Pae Christchurch:**

- Line of sight will be maintained with the drone at all times.
- The drone will at no time be operated over crowds of people unless consent has been given by any persons the aircraft will fly over.
- CAA's rules for unmanned aircraft as stated in Part 101 will be adhered to.
- Where CAA Part 101 rules cannot be followed, Part 102 Certification will be required. Details and a copy of the responsible person's Certificate as per legislative requirements and any training in accordance with the relevant safety standards and manufacturer requirements must be submitted with this application.
- The drone is airworthy and meets relevant design and performance standards. It is maintained and operated in accordance with the manufacturer's manual or instruction and within any limitations.
- The drone is thoroughly checked for faults and defects before flight.

- The drone operator will maintain manual control at all times. Drones under autonomous operation will not be allowed to operate within Te Pae Christchurch Convention Centre.
- The operator will not operate the drone if impaired by alcohol.
- Drones will not be allowed to operate once they reach the 25% threshold for power- source depletion.
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

**While exhibiting drones on a stand or an exhibition display the following must occur:**

- The drone will be isolated from the public.
- The drone will be tethered to the stand or the ground to prevent it from reaching the public.

### 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:**

- Approved Flight Plan when operating outdoors.
- Copy of responsible person's certification as per legislative requirements and any training certifications
- 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.

### 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:		<input type="submit" value="Submit"/>
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**Te Pae Christchurch Convention Centre use only**

### Authorisation

Authorised by:		Signed:		Date:	
Comments:					