

# Application Form

## FIREARMS AND WEAPONS

Includes props, replicas, and imitations



**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 weapons/sharp implements/props will be present? <a href="#">Prohibited offensive weapons   New Zealand Police</a>	
What quantities of weapons/sharp implements/props will be present?	
How will the weapons/sharp implements/props be used or stored?	
Who will be responsible for the delivery and receipt of the weapons/sharp implements/props?	
What safety measures will be put in place?	
Please state the licences and person who holds the licence required under relevant legislation.	

### 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:**

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- Only suitably trained, qualified and certified personnel will be overseeing the weapons/props/replicas and any activities associated.
- Comply with all legislation relating to the weapons/sharp implements/props that are to be brought on site.
- The misuse or unsafe use of any weapon or prop that may put attendees at risk of injury, will result in the weapon or prop being deemed unsafe by Te Pae Christchurch. If a weapon or prop is deemed unsafe for the event due to misuse, it will be removed.
- No sharp/live blades are allowed to be within reach of any patrons without appropriate and secure covering.
- Weapons/sharp implements/props sold to the public are to be security sealed upon purchase. The item will only be provided to the purchaser upon leaving the building. Weapons or props, once removed from any sealed packaging, will not be allowed back into the venue.

### 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:**

- Copy of applicable firearms licences as required by New Zealand Legislation
- 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:	
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**Submit**

**Te Pae Christchurch Convention Centre use only**

### Authorisation

Authorised by:		Signed:		Date:	
Comments:					