

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 type of naked flame will be used (e.g., candle, gas burner etc.)	
Why is a naked flame being used?	
How many naked flames are being used?	

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:

- Naked flames must be part of the exhibitor's product range and essential for the product demonstration.
- Naked flames will not be used for decorative purposes in exhibitions.
- Flammable items will not be within close proximity to any naked flame.
- Flammable items will not be located on a stand with a ceiling of any kind.
- All candles will be located within an appropriate container to capture melting wax. Incense burning should be in a container to catch any falling ash.
- 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.
- Signage advising persons of a hot surface will be displayed adjacent to any fireplace or hot surface.
- Any fireplace will be compliant with relevant manufacturing standards.

- Fireplaces will be operated as per the manufacturer's instructions.
- Naked flames will be monitored at all times; under no circumstances will a stand be unattended whilst a naked flame is lit.
- All naked flames will be extinguished 15 minutes before show closes each day.
- Smoke isolation will be obtained where required. Please contact your Event Coordinator to arrange.
- An appropriate fire extinguisher will be located on the stand. The staff on the stand are trained on the correct operation and application of the fire extinguisher.
- If LPG is being used, a Hazardous Substances permit will be required to also be submitted.
- 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:

- Hazardous Substances permit (if applicable)
- 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 NZ\$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 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 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:					