

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

A completed and authorised copy of the [indoor pyrotechnic display written agreement and notification form](#) (H4-2FHb) from Fire and Emergency New Zealand (FENZ) must be completed. This form may take up to eight days to be authorised by FENZ. Smoke isolation will need to be obtained and relevant charges will apply

Describe the scope in which the pyrotechnics will be used.	
Please provide a description of the effect/s intended.	
List the trade names of the products to be used in the display.	
Where is the exact location of the pyrotechnics display?	
Who is responsible for carrying out the display?	
What safety measures are in place?	
What is the proposed start and end time of the pyrotechnics display?	

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:

- Only suitably trained, qualified and certified personnel will be performing the activity.
- The display will not vary from the approved and described process.
- Only pyrotechnics approved for indoor use by WorkSafe New Zealand will be used.
- At least two suitably trained attendants, each equipped with a 5kg CO2 fire extinguisher, will stand by immediately prior to and during the detonation.
- The remote-control pyrotechnics firing equipment will not be accessible to the public and once set, will not be left unattended.
- Pyrotechnics will be positioned in such a manner that the licensed pyrotechnician can visually check the safety conditions from the firing position immediately prior to the firing.
- All pyrotechnics will be securely fixed to prevent accidental movement. Associated wiring will be run in a safe manner and secured to prevent persons tripping over the cable or dislodging the pyrotechnics.
- Protection is provided for all floor surfaces e.g. carpet and stage pieces that come into direct contact with pyrotechnics residue.
- The licensed pyrotechnician will give reasonable directions to any member of the event staff in order to maintain a safe working environment.
- No pyrotechnics or devices will be used that will result in pyrotechnic effects above the audience and/or seating.
- All pyrotechnic devices will be located at least their designated throw distance from combustible props used on stage.
- Pyrotechnics are handled in line with the Hazardous Substances (Fireworks, Safety Ammunition, and Other Explosives Transfer) Regulations 2003.
- WorkSafe New Zealand is notified of the intended display.
- The work will only be carried out between the approved hours specified on this application.
- If conditions or controls change, the work will cease to continue, and a re-assessment will be conducted using a Job Safety Environmental Analysis (JSEA).
- 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:

- The qualification and certification of personnel performing the activity.
- All firework specifications.
- Authorised copy of indoor-pyrotechnic display written agreement and notification form (H4-2FHb) from the FENZ website.
- 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 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:					