This form must be returned to the Event Planning Manager **no later than 2 weeks prior** to the move in of the event. The Event Organiser will be advised if approval is granted.

|  |
| --- |
| **Contact Details** |
| Applicant’s Name: |       | Position: |       |
| Company Name: |       | Phone: |       |
| Email: |       | Date of PermitApplication: |       |
| Event Name: | \*Event Name\* | Event Date/s: | \*In Date\* - \*Out Date\* |
| Name of BCEC Event Planning Manager: | \*First Name - Primary Coordinator\* \*Last Name - Primary Coordinator\* | Area of activity*e.g. Hall 1;P1-5:* |       |
| Applicant’s Signature: |  |
| **Purpose:** |
| List equipment/item to be demonstrated and identify any interaction with persons. |  |
| Are moving parts of the equipment or item accessible to persons or potentially accessible to persons?  | Yes | No | *Details:* |  |
| Are safety guards in place? | Yes | No | *Details:* |  |
| Will the area of demonstration be cordoned / fenced off to prevent persons entering demonstration area? | Yes | No | *Details:* |  |
| Is the product harmful to persons (e.g. gases, liquid nitrogen, welding flash, dry ice, potential crush injury etc)? | Yes | No | *Details:* |  |
| If display utilises an engine will fume, smoke etc. be likely? | Yes | No | *Duration:* |  |
| **Documents Required:** | **Attached** **Yes** |
| Risk Assessment identifying potential risks to persons or property through the demonstration of this equipment.  |  |
| Include photos / specifications of equipment to be demonstrated. |  |
| Safe Work Method Statements for the demonstration or undertaking. |  |
| Certificate of Currency of for public liability insurance not less than $20 million. |  |
| Safety Data Sheet for any hazardous substance, product or chemical brought on site or utilized. |  |
| Permission from the Organiser to undertake such demonstration within their event. |  |
| By ticking the adjacent box the applicant agrees to abide by BCEC terms and conditions as described in the event contract and/or the BCEC Guidelines. |  |
| Brisbane Convention & Exhibition Centre (BCEC) will determine the requirements necessary for your permit to be issued.Documents indicated with a ‘YES’ must be provided by the applicant with all requirements adhered to. Where there are safety concerns with this activity BCEC reserves the right to cancel the permit without notice. |
| **Other Requirements:** |
| * Barriers and personal protective equipment required to negate any potential risk to persons or property.
* If the item/equipment weighs more than 500kg you must submit an Excess Weights permit - available from BCEC Safety Department.
 |

|  |
| --- |
| **Workplace Health & Safety (WHS) Requirements**  |
| 1. The Hirer must comply with and perform all WHS obligations under all Acts, regulations and legislation.
2. The Hirer must comply with and perform all obligations under the *BCEC Guidelines* - *WHS Event Design & Construction for Event Organisers, Contractors & Exhibitors*.
3. The Hirer is solely responsible for ensuring that any third parties engaged to carry out any works for or at the named event:
4. Comply with point 1 & 2 above
5. Are in possession of required safety documentation in relation to their event any associated activated undertaken by themselves or by third parties, including (but not limited to):
6. Risk Assessments (RA) for activities
7. Safe Work Method Statements (SWMS) for activities
8. Safety data sheets (SDS)
9. Current licensing; and
10. Certificate of Currency – public liability not less than $20 million
 |
| **BCEC Office Use** |
| BCEC Event Number: |       | Approved/Declined:  |       |

**This activity is not approved until confirmed by the Safety Department.**

Managed by ASM Global (Convex) Pty Ltd. ABN 058 298 374