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 Date/s: |  |
| Name of BCEC Event Planning Manager: |  | Area of activity*e.g. Hall 1;P1-5:* |       |
| Applicant’s Signature: |  |
| **Lift Measurements** |
| **Lift No. & Location** | **Door****(metres)** | **Lift Car****(metres)** |
| **Width** | **Height** | **Width** | **Depth** | **Height** | **Load KG** |
| **Lift 6 – Merivale Street***Access way to lift is 2.3m* | 2.5 | 2.48 | 3 | 5.25 | 2.98 | 5000 |
| **Lift 16 – Grey Street** | 2.49 | 2.49 | 2.82*between rails* | 5.91 | 3.2 | 5000 |
| **Door Measurements** |
| **Location** | **Door width (metres)** | **Door height (metres)** |
| **Plaza Ballroom Vehicle Door** | 3.8 | 2.6 |
| **Hall 3 Concourse Vehicle Door** | 5.3 | 2.5 |
| **Glass Doors on the Exhibition Concourse** | 2.7 | 2.2 |
| **Doors leading from the Great Hall Loading Dock to Foyer** | 2.2 | 2.7 |
| **Vehicle Details - *this information is critical for the permit to be approved***  |
|  |
|  |
| **Make** | **Model** | **Width****(mm)** | **Height****(mm)** | **Length****(mm)** | **Weight****(Kg)** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
| The vehicle is to be displayed on?**Floor** [ ]  **Custom Built Stand** [ ]  **Stage** [ ]  **Other** [ ] *Please specify*:       |
| Is it intended to operate the engine of the display vehicle? **Yes** [ ]  **No** [ ] Will the vehicle move during the display? **Yes** [ ]  **No** [ ] Arrival Date & Time:       Time:      Departure Date & Time:       Time:        |
| **Documents Required** | **Yes** |
| Attach a scale floor plan, clearly indicating location of display vehicle. | [ ]  |
| Oil drip tray for each vehicle to be supplied by the person requesting permit. | [ ]  |
| BCEC Security Department will escort vehicle/s to approved location within BCEC.BCEC will determine the requirements necessary for your permit to be issued. Any 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. |
| **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