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 Permit  Application: | | | |  | | | | |
| 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