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: |  |
| **Purpose** |
| Provide details of the company providing or supplying laser equipment including name, address, contact number and email address. |       |
| Crowd ScanningAre you planning to “Crowd Scan”.Crowd scanning only permitted with lasers up to 6 watt.What is your methodology to ensure that the maximum eye limit exposure is not reached as it relates to AS: 2211?Will you be using either a single or double beam from the same projector?  |       |
| If the laser being used has a FB3 card, confirm that you have appropriate hardware incorporating Safety Cut off |       |
| Does the laser being used have a FB4 card  |  |
| What control software is being used at the event with the lasers being used |  |
| What safety measures are being incorporated if the unit/ malfunctions does it meet minimum requirements of AS: 2211 |       |
| Ensure that the BCEC Safety Manager is present when you are setting up and using low power during the set up process |  |
| Spectator Zone Limit 3 meters from the firs seatMounting lasers 3 meters from ground to aperture as a minimum  |  |
| **Documents Required** | **Attached****Yes** |
| Certificate of currency of public liability insurance not less than $20 million. | [ ]  |
| Please attach the technical specification for the laser equipment being used | [ ]  |
| Please supply a diagram containing;The location of the equipment, the distance from the crowd / audience, the planned projection path, the elevation i.e. laser from the floorIn the attached diagram include;What type of diode is being used (power and wave length of light is being projectedWhat type of scanner is being used, and what is the scan speed and angle | [ ]  |
| 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* - *WHS Event Design & Construction for Event Organizers, Contractors & Exhibitors*. | [ ]  |
| 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** |
| * It is a BCEC requirement that all rigging is installed by BCEC rigging staff. We advise you to consult with our rigging staff.
* BCEC Rigging Supervisor’s decision regarding the suitability of the rigging equipment you intend to install is final.
 |
| **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