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: |  | | | | | | | |
| **Purpose** | | | | | | | | |
| Provide details of the company providing or supplying laser equipment including name, address, contact number and email address. | | | |  | | | | |
| Crowd Scanning  Are 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 seat  Mounting 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 floor  In the attached diagram include;  What type of diode is being used (power and wave length of light is being projected  What 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