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.

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| **Contact Details** | | | | | | |
| Applicant’s Name: |  | | Position: |  | | |
| Company Name: |  | | Phone: |  | | |
| Email: |  | | Date of Permit  Application: |  | | |
| 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** | | | | | | |
| What substances are to be used? | |  | | | | |
| Provide details on the quantity of the substances to be used. | |  | | | | |
| How will the substances be used? | |  | | | | |
| Who is responsible for the delivery and receipt of the substance on site? | |  | | | | |
| How and where will substance be stored onsite? | |  | | | | |
| **Documents Required** | | | | | **Attached**  **Yes** | |
| Safety Data Sheet (SDS) for each product must be supplied and kept at product location. | | | | | |  |
| Risk Assessment (RA) covering health, safety, environmental and food risks. | | | | | |  |
| Safe Work Method Statement (SWMS) for all activities your workers undertake under this permit. | | | | | |  |
| Certificate of Currency for public liability insurance not less than $20 million. | | | | | |  |
| By ticking the adjacent box the applicant agrees to abide by BCEC terms and conditions as described in the event contract and/or *BCEC Guidelines* - *WHS Event Design & Construction for Event Organisers, Contractors & Exhibitors* | | | | | |  |
| **Requirements** | | | | | | |
| * Requirements of the SDS must be met for storage, use and personal protective equipment. * Appropriate disposal must be arranged – substances must be removed from the venue by the applicant. * Where potential exposure to members of the public/delegates is likely, protective measures must be submitted for approval by BCEC Safety Department. | | | | | | |

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| **Workplace Health & Safety (WHS) Requirements** | | | |
| 1. The Hirer must comply with and perform all WHS obligations under all Acts, Regulations and Legislation. | | | |
| 1. The Hirer must comply with and perform all obligations under the BCEC Guidelines. | | | |
| 1. The Hirer is solely responsible for ensuring that any third parties engaged to carry out any works for or at the named event: 2. Comply with point 1 & 2. 3. Are in possession of required safety documentation in relation to their event and any associated activities undertaken by themselves or by third parties including (but not limited to):    1. Risk Assessments (RA) activities;    2. Safe Work Method Statements (SWMS) for activities    3. Safety Data Sheets (SDS)    4. Current Licensing; and    5. Certificate of Currency – public liability not less than $20 million | | | |
| 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. | | | |
| **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