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 PermitApplication: |       |
| 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