The WHS act 2011 specifies responsibilities of a person conducting a business or undertaking. The activity noted in this permit form has been identified by BCEC as high risk, and as such we require additional information prior to the activity being approved.

We require that you as the event organiser, contractor or exhibitor complete the sections of this permit form applicable to you and submit it to BCEC at **least 14 days prior** to the commencement of the event.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | |
| Applicant Name: |  | Company: |  | | |
| Phone: |  | Email: |  | | |
| **Event Details** | | | | | |
| Event Name: |  | Event Dates: |  | | |
| Location of Event: |  | Stand Name: |  | Stand No: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Information** | | | |
| What is the purpose of having animal/s at the event? | |  | |
| What animals will be brought to site?  *Include details on the number of animals and how the animals will be contained.* | |  | |
| Will the animals be exposed to or handles by the public?  *Petting or holding* | |  | |
| Will there be safety guards in place? | |  | |
| Will the area of demonstration be cordoned/fences off to prevent persons entering the demonstration area? | |  | |
| **Mandatory Requirements - Please confirm that you will/have:** | | | |
| **Please tick the box to indicate you have read and understood.** | | | |
|  | Obtain permission from Event organiser to undertake such demonstration |  | Remove all animals from premises overnight |
|  | Hold a current Certificate of public liability not less than $20million |  | Ensure safe access and egress for public |
|  | Ensure competency in handling animals, control and monitoring animals at all times, ensuring all public interactions are supervised |  | Restrain or contain animals appropriately during transportation to ensure there is no direct access to the public e.g., cage or barrier |
|  | Ensure a minimum distance of 3m is maintained between animals and food service |  | Dispose of all animal waste appropriately with consideration to public health and the environment |
|  | You will supply handwashing/Sanitizing facilities if public will be handling or interacting with animals |  | Transport animals only via BCEC approved routes. |
|  | Have a re-capture plan in the case animal/s becoming uncontained.  *(Non-Domesticated animals- Zoo animals)* |  | Transport animals only via BCEC approved routes.  Ensure animals are on a leash or in enclosed pen under control at all times.  *(Domesticated Animals dogs, cats, and other petting animals including farmyard animals)* |
|  | Provide copy of exhibited animal licence with regards to the [Exhibited Animals Act 2015 (EAA)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2015-005) where the animal does not have an exemption under the Act |  | Complete site-specific risk assessment and/or Safe Work Method Statement (SWMS) must be submitted with this permit form and be available on site. |
|  | Submit Animal Management plan |  |  |

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| --- | --- | --- | --- |
| **Permit Agreement (to be completed by person responsible for the work to be performed)** | | | |
| This activity has not been authorised to occur at BCEC until written confirmation of its approval is provided by BCEC, and in such circumstance, BCEC makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.  BCEC undertakes regular compliance checks, and you may be required to provide additional evidence in relation to those requirements. If at any time, an activity or operation is considered by BCEC to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, BCEC representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed, and any issues are rectified.  Any approval by BCEC for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.  For any additional information regarding the event safety requirement at BCEC please refer to the[**BCEC Event Safety and Design guidelines**](https://bcec.com.au/wp-content/uploads/BCEC-Event-Safety-Design-Guidelines.pdf) | | | |
| Signed: | | | Date: |
| **BCEC OFFICE USE ONLY** | | | |
| Permit issued by: |  | Approved/Declined: |  |
| Date: |  | Additional information: |  |

**This activity is not approved until confirmed by the Risk Department.**

Managed by ASM Global (Convex) Pty Ltd. ABN 058 298 374