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** | | | | |
| Who will be operating the facility?  *(Please include company name, onsite contact name and phone number)* | | Company Name:  Onsite Contact:  Phone Number: | |  |
| Where will the facility be located?  *(Room space level)* | |  | | |
| What are the expected dates and times of operation? | |  | | |
| **Mandatory Requirements - Please confirm you will/have:** | | | | |
| **Please tick the box to indicate you have read and understood.** | | | | |
|  | Obtain permission given from Event organiser to undertake such activity |  | Hold a current certificate of public liability not less than $20million | |
|  | Ensure all carers have current blue card qualification |  | Ensure children will remain within the designated area unless accompanied by adult | |
|  | Abid by all legislative requirements whilst onsite |  | Complete a risk assessment for the activity and implement any relevant safety control measures. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 Risk and Compliance Authorisation** | | | |
| 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